

## IT Security

Hannas provides access to electronic resources, including the Internet, to enable employees to carry out their roles and responsibilities effectively.

Hannas does not expect those resources to be used inappropriately, and is opposed to the access of inappropriate and unethical websites or transmission of inappropriate content via e-mail and such misuse will not be tolerated.

Hannas depends upon its intellectual property to give it an advantage in a competitive industry. Hannas' intellectual property includes but is not limited to the information, processes and technology developed internally by its staff. It is the responsibility of every employee to protect Hannas assets including intellectual property and to ensure that others do the same.

Hannas IT Security policy defines measures to ensure the utilisation of electronic resources to enhance performance within the work environment and to identify and prevent unlawful or inappropriate behaviour.

- Personal computers, laptops and servers shall be locked in a secure environment when not attended or in use
- User access to the network shall be password protected, users shall log off the network each night
- All data files shall be saved to the network rather than internal drives
- Data files shall be backed up regularly and backups moved off site
- All PCs shall run anti-virus software and incoming files shall be scanned before use
- The network portals shall be protected by up to date firewall technology
- Data files should be regularly archived or removed when no longer necessary
- Computer software must be licensed with no usage outside the licence agreements
- E-mail access is provided to facilitate business activity and e-mails shall not contain or distribute inappropriate information
- Internet access is provided to facilitate business activity and access to inappropriate and unethical websites will not be tolerated
- Use of electronic communications is provided to facilitate business activity and excess personal use that affects work performance will not be tolerated

Management are responsible for ensuring adherence to the provisions of this policy. All staff are responsible to assist Hannas in achieving the objectives of the policy.



**Danny Hanna**  
**Chief Executive Officer**

Hannas  
12<sup>th</sup> October 2016