



## GENERAL IT POLICY

### Introduction

The Policy document serves as confirmation that Bytes Software Services (“Bytes”) has an IT User Policy\* which is a condition of employment and rolled-out to all new starters at Induction, and to all employees on an annual basis to ensure the effective protection and proper usage of the computer systems within Bytes. Any employee found to have violated the IT User Policy may be subject to disciplinary action. The IT investment of the organisation is considerable and the dependency on computer technology in the delivery of Bytes’ services is high.

### Policy Details

The IT User Policy covers the following topics:

- Lines of Responsibility
- Review of Policy
- Service Desk
- Computer Systems including Network, Hardware (PCs, Laptops, Notebooks, etc.), and Personal Devices
- Software & Software Applications
- Data / Electronic Information
- Back-up
- Anti-Virus Protection
- Encryption
- Software Auditing
- Computer Users including Health & Safety, Training, User Accounts, Passwords, System Usage, and Saving Documents
- E-mail, Internet, and Instant Messaging
- Mobile Phones
- Telephones
- Service Levels
- Copyright Infringement / Piracy Policy
- Contravention of the Policy

### Related Documents

Please also read:

- Backup Policy
- Data Breach Procedure
- Data Subject Access Request Procedure
- Data Retention Policy
- Information Security Policy

\* Internal document only