I, , agree that, in respect to my use of corporate notebook computing equipment

and in addition to my current user agreement, I will:

A 1 Ensure that the company’s specified firewall, anti-virus software and antispyware software is and remains installed and active on the above notebook computer, that the automatic update functions remain enabled, and that I will immediately report any malfunctions in these items of software by telephone to the IT Manager. I furthermore agree that, if there are any such malfunctions that, until they are rectified, I will not use the computer in wireless mode in any public, unprotected environment.

A 2 Ensure that I do not disclose my allocated username or password to any other person, or allow any other person to use my notebook computer and user details; that I will continue to abide by the corporate password management and password-protected screen saver policies*;* that I will restrict the amount of corporate information that is carried on the C:Drive of the notebook computer to the minimum that is necessary to my role and that any folder which contains corporate information will be protected by a strong password; and that I will turn off folder and printer sharing.

A 3 Ensure that, when in transit, the notebook computer is carried as hand luggage, in its protective bag and that, when it is not in use, it is not left unattended in public places: I will either carry it with me at all times, paying careful attention to ensure that it is neither lost nor stolen, or I will ensure that it is securely held under lock and key at an appropriate location. I will ensure that my contact details are at all times prominently displayed on the notebook computer. In cases of loss or theft of the computer, I will report the loss or theft to the CISO (DIRECTOR) within four hours and I will also report it to the local police and to any other relevant authorities (e.g. taxi licensing association) together with full details of how, when and where the loss occurred.

A 4 I have read the manufacturer’s instructions regarding protection of the notebook computer and I will comply with them.

A 5 Ensure that the automatic updating facility is not turned off and that all most recent operating system and application security-related patches, fixes and updates have been installed as soon as they become available.

A 6 Ensure that I back up the folders and files on the notebook computer by storing all files on the company G-Cloud service using File Stream. I have been provided suitable training that enables me to do this.

A 9 Ensure that I take care, when using the notebook computer in public places, to avoid the risk of other people overlooking the computer screen or seeing any information.

A 10 I will make my notebook computer available to the IT Department at regular intervals and as necessary for it to be audited for compliance with this user agreement and the wireless on the road security policy.

A 11 I will be careful about how I use the Internet and about what information I key in – for instance, I will ensure that any confidential information (e.g. credit card details) only gets entered into a site that uses SSL technology.

A 12 I recognise that I have been trained in all these aspects of keeping the company’s information secure while on the road.

Signed and agreed by staff member:

Date:

***Document Owner and Approval***

The Information Security Manager is the owner of this document and is responsible for ensuring that this user agreement template is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to all members of staff on the corporate intranet.

This user agreement template was approved by the Chief Information Security Officer (CISO (DIRECTOR)) on 14/11/2020 and is issued on a version-controlled basis under his/her signature.

Signature: Date: 14/11/2020

**Change History Record**

|  |  |  |  |
| --- | --- | --- | --- |
| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
|  |  |  |  |
|  |  |  |  |

**ANNEX TO THE USER AGREEMENT**

This annex contains details of notebook configurations, service connection and backup procedures that may change from time to time.