1. **Scope**

This policy applies to every individual who uses organisational information assets and it sets out what Retirement Capital considers to be the acceptable use of those assets.

1. **Introduction**

The Internet is an unregulated environment. Retirement Capital will not be liable for any material viewed or downloaded. Use of the Internet must be consistent with Retirement Capital’s standards of business conduct and must occur as part of the normal execution of the employee’s job responsibilities. Any breach of the IAUP may lead to disciplinary action and possibly termination of employment. Illegal activities may also be reported to the appropriate authorities.

Employee/Staff includes all employees/staff of Retirement Capital as well as contractors, temporary employees/staff and third parties that are granted access to organisational information assets.

1. **Acceptable Use**
   1. Organisational User IDs, websites and e-mail accounts may only be used for organisationally sanctioned communications.
   2. Use of Internet/intranet/e-mail/instant messaging may be subject to monitoring for reasons of security and/or network management and users may have their usage of these resources subjected to limitations by the Retirement Capital.
   3. The distribution of any information through the Internet (including by   
      e-mail, instant messaging systems and any other computer-based systems) may be scrutinised by Retirement Capital and Retirement Capital reserves the right to determine the suitability of the information.
   4. The use of organisational computer resources is subject to law and any abuse will be dealt with appropriately.
   5. Users may not visit Internet sites that contain obscene, hateful or other objectionable material, shall not attempt to bypass organisational surf control technology and shall not make or post indecent remarks, proposals or materials on the Internet.
   6. Users shall not solicit e-mails that are unrelated to business activity or which are for personal gain, shall not send or receive any material which is obscene or defamatory or which is intended to annoy, harass, or intimidate another person, and shall not present personal opinions as those of the company, and the use of organisational e-mail facilities is subject to further detailed rules set out in [ISMS-C DOC 8.1.3a](ISMS-C_DOC_8.1.3a.docx).
   7. Users may not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to the company or any third parties, may not reveal or publicise confidential information, and will not send confidential e-mails without the level of protection required in [ISMS-C DOC 8.2](ISMS-C_DOC_8.2.docx).
   8. Users may not download software from the Internet or execute or accept any software programs or other code on the Internet unless it is in accordance with Retirement Capital’s policies and procedures.
   9. Users will not seek to avoid and will uphold Retirement Capital’s anti-malware policy and procedure, will not intentionally interfere in the normal operation of the network or take any steps that substantially hinder others in their use of the network, and will not examine, change or use another person’s files or any other information asset for which they don’t have the owner’s explicit permission.
   10. Users will not carry out any other inappropriate activity as identified from time to time by Retirement Capital and will not waste time or resources on non-organisation business. This includes downloading bandwidth intensive content such as streaming video and MP3 music files, sharing digital photographs, etc.

***Document Owner and Approval***

The Information Security Manager is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above.

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

This policy was approved by the Board of Directors on 14th November 2020 and is issued on a version-controlled basis under the signature of the Managing Director.

Signature: Date: 14/11/2020

**Change History Record**

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