Humanise Solutions Ltd Information Technology Policy 2023

1. **Introduction**

- **Purpose:** Outline the use and management of IT resources at Humanise Solutions Ltd.

- **Scope:** Applicable to all employees, contractors, and stakeholders using the company's IT resources.

2. **Policy Statement**

- Commitment to secure and responsible use of IT resources in compliance with UK laws and regulations.

3. **Definitions**

- Key terms like "IT resources", "data", "security", "user", etc., clearly defined.

4. **User Responsibilities and Conduct**

- **Acceptable Use:** Guidelines on acceptable use of IT resources.

- **Security Practices:** Mandates on password use, access controls, and data encryption.

- **Prohibited Activities:** Restrictions on unauthorized software installation, visiting inappropriate websites, and misuse of resources.

5. **Data Protection and Privacy**

- Compliance with the UK Data Protection Act and GDPR for handling personal and sensitive data.

- Guidelines on data storage, transfer, and sharing practices.

6. **Hardware and Software Management**

- **Procurement and Usage:** Procedures for acquiring and using hardware and software.

- **Maintenance:** Regular updates, patches, and security checks.

7. **Network Access and Use**

- Guidelines on accessing the company's network, including remote access.

- Use of VPNs, secure Wi-Fi standards, and firewall protections.

8. **Email and Communication**

- Proper use of company email accounts.

- Guidelines on using communication tools like instant messaging and video conferencing.

9. **Cybersecurity Measures**

- Implementation of antivirus, anti-malware, and intrusion detection systems.

- Regular cybersecurity training for employees.

10. **Incident Reporting and Response**

- Procedures for reporting IT security incidents.

- Response plan for breaches or cyber-attacks.

11. **Monitoring and Compliance**

- Rights of the company to monitor IT resource usage.

- Procedures for auditing and ensuring compliance with this policy.

12. **Policy Review and Update**

- Regular review and updates of the policy to reflect technological and legal changes.

13. **Consequences of Policy Violation**

- Disciplinary actions for violating the policy.