

INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS POLICY

Introduction

The following paragraphs set out TechShack Recruitment LTD 's policy for the use of telephone and computer facilities including email and the Internet ('facilities') by the employees working for TechShack Recruitment LTD.

The facilities are made available to you to assist you in carrying out TechShack Recruitment LTD's business. As such TechShack Recruitment LTD has the right to monitor any and all aspects of the use of the facilities that are made available to employees and to monitor, intercept and/or record any communications made by using the facilities. This is to ensure compliance with this policy or for any other purpose authorised under the The Investigatory Powers (Interception by Businesses etc. for Monitoring and Record-keeping Purposes) Regulations 2018. By using the facilities you consent voluntarily and knowingly to your use being monitored. You also acknowledge the right of [Company name] to conduct such monitoring.

Security of Computers

Misuse of TechShack Recruitment LTD 's computer system(s) and the data held on them, which causes or could cause embarrassment, loss or inconvenience to TechShack Recruitment LTD or other organisations/individuals about which TechShack Recruitment LTD holds or is able to access information, will be regarded as a disciplinary offence which could result in dismissal.

Use of Computers

The loading of unauthorised software onto TechShack Recruitment LTD systems is prohibited. The term unauthorised software encompasses software for personal or private use and software downloaded from the Internet without the express permission of Adam Gebreselassie. If you have a business case for software to be loaded onto your PC, please contact Adam Gebreselassie. TechShack Recruitment LTD purchases licences for the use of various computer software. You do not have the right to duplicate this software or its related documentation without obtaining the express prior written consent of the copyright owner, so please do not do so.

Viruses

Do not open any suspicious attachments from any sources. If you receive an attachment that you consider suspicious contact our support company, [Anchor 9 Ltd t/a Astro Agency immediately.

Disks which you have obtained from outside TechShack Recruitment LTD must not be introduced into TechShack Recruitment LTD's computer system without explicit consent from the Head of Communications.

It is strictly forbidden for any employee to knowingly create, introduce, or proliferate within TechShack Recruitment LTD, any malicious computer virus, 'Trojan horse' or other disruptive software element, regardless of the intent in so doing. Report computer virus infections immediately and if you are in any doubt you should contact (Anchor 9 Ltd t/a Astro Agency)

Use of TechShack Recruitment LTD's Telecommunications System.

Incoming or outgoing personal telephone calls are not encouraged. However, we understand that you may have to make important/urgent calls from time to time whilst at work but you are asked to keep these to an absolute minimum. A call logging system is in operation, the purpose of which is to ensure efficient and proper use of the system and to highlight any potential abuses. Charges may be made for excessive private calls.

Wherever possible, telephones should be answered rather than left to ring or to divert to voicemail. To ensure that we can deal with issues arising whilst you are out of the office (whether on holiday, ill or out on business), we may access your voicemail. We will only retrieve messages which seem to be business-related in order to deal with these.