



HIGHLANDER PAPER RECYCLING LTD

IT EQUIPMENT POLICY STATEMENT

All staff with access to information technology equipment are required to use the equipment sensibly, professionally, lawfully and with respect for the company and interested parties and in accordance with this policy and other company rules and procedures.

Management of Software

No Software should be installed without approval from the board of directors. Software and other necessary updates or patches should be installed when requested.

Physical Security of IT Equipment

All IT equipment is uniquely identified, and a register of IT equipment is maintained. Server and network infrastructure cabinets are kept locked and where required located in a secure/restricted area. Where appropriate, computer workstations are locked, and ports removed or deactivated. Laptops and handheld devices are stored securely and encrypted where required. All staff are responsible for ensuring they keep IT equipment they have been issued secure to prevent any unauthorised access.

Use of Own IT Equipment

All IT Equipment used to access company files, network or to send communications must be checked and approved prior to use. These are subject to ongoing checks to ensure up to date Anti-virus/Spyware/Firewall software is installed and operational as well as to ensure a minimum level of security is maintained including operating system and software security updates.

Any handheld devices used to access company files must be password protected and if any confidential company files are stored on the device it must be encrypted.

Disposal of IT Equipment

All IT equipment is destroyed internally before being disposed of using an approved supplier for secure disposal of IT equipment. Any personal devices that have been used to access company data must firstly be checked and securely processed prior to disposal.

**Approved by Board of Directors
February 2020**