Studsvik

Acceptable Use Policy (AUP)

The purpose of this policy is to outline the acceptable use of IT equipment at Studsvik. These rules are in place to protect the employee and Studsvik. Inappropriate use exposes Studsvik to risks including virus attacks, data loss or leakage, compromise of network systems and services and legal issues.

- Your user account is your personal ID and should be handled as such. Never share your credentials with others.
- You have a responsibility to promptly report the theft, loss or unauthorized disclosure of proprietary information.
- You may access, use or share proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties. Only use your user account with devices provided by Studsvik.
- All data need to be stored where data loss prevention is in place. For example, Sharepoint, OneDrive and fileserver. No Studsvik data should be permanently stored on only local computers.
- Transferring sensitive data should always be done encrypted. If sent by e-mail data must be in an encrypted attachment. Teamrooms or OneDrive are the preferred methods for sharing data.
- It is never allowed to store sensitive data on USB storage devices. If no other means of communication is available, non-sensitive data can be transferred using USB storage devices. USB devices **must always** be antivirus checked in datawash (placed at entrance to Studsvik)
- Studsvik computers should only be used by Studsvik employees or otherwise authorized individuals.
- Software unrelated to work is not allowed to be installed or used on Studsvik Computers.
- Never leave your computer unattended and be aware of your surroundings when in public places. When you leave the computer, you should always lock the screen.
- All data transmitted or stored within Studsvik as well as to and from Studsvik is Studsvik property and may be examined by the IT organization. No data within the Studsvik network is private.
- You may not take action such as encrypting files or using private web services, with the intent of preventing the IT organization from examining data.

By signing you acknowledge you have read and understand the Acceptable Use Policy.

Date	Name	Personal identity number or Date of birth	Signature

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