

## ACCEPTABLE USE POLICY

### Statement of policy and purpose of policy

1. EASY WI-FI LIMITED (the **Employer**) provides staff with access to a range of communications and information technology equipment and systems (**Resources**) both as a shared resource in the workplace and also through individual allocation of items for use inside or outside the workplace. When using these Resources to access the internet or internal company resources we expect the acceptable use policy detailed below to be adhered to without exception:
2. The purpose of this document is to explain to staff the standards we require them to observe in using our Resources and the consequences of not adhering to these.
3. This is a statement of policy only and does not form part of your contract of employment. We may amend this policy at any time, in our absolute discretion.

### Acceptable use

4. EASY WI-FI LIMITED provide Resources for carrying out your day to day duties for the business.
5. EASY WI-FI LIMITED also permit the personal use of these items where it meets the below criteria.
  - a. The use of these devices does not contravene any of the items laid out in our information security policy or data protection and data security policy.
  - b. The use of these services does not meet any of the criteria laid out below in the prohibited uses section.

### Prohibited use

6. Access to any service or user personal data held by EASY WI-FI LIMITED except where you have been specifically authorised to do so in accordance with the reasons laid out in our data protection and data security policy.
7. You must not use the Service to access Internet Services, or send or receive e-mails, which:
  - a. are defamatory, threatening, intimidatory or which could be classed as harassment;
  - b. contain obscene, profane or abusive language or material;
  - c. contain pornographic material (that is text, pictures, films, video clips of a sexually explicit or arousing nature);
  - d. contain offensive or derogatory images regarding sex, race, religion, colour, origin, age, physical or mental disability, medical condition or sexual orientation;

- e. contain material which infringe third party's rights (including intellectual property rights);
  - f. in our reasonable opinion may adversely affect the manner in which we carry out our business; or
  - g. are otherwise unlawful or inappropriate;
8. Music, video, pictures, text and other content on the Internet are copyright works and you should not download, alter, e-mail or otherwise use such content unless certain that the owner of such works has authorised its use by you.
  9. We may terminate or temporarily suspend the Service if we reasonably believe that you are in breach of any provisions of this agreement including but not limited to clauses 7 to 8 above.
  10. We recommend that you do not use the service to transmit or receive any confidential personal information or data and should you choose to do so you do so at your own risk.
  11. Any secure WiFi offering is there to improve the security of your device connection to the WiFi service and does not extend beyond it. Using the secure WiFi offering does not in any way guarantee your communication or data is secure and we do not accept any responsibility or liabilities for the service.
  12. You must not use the Service to engage in any activity which constitutes or is capable of constituting a criminal offense, either in the United Kingdom or in any state throughout the world.
  13. You agree and acknowledge that we may be required to provide assistance and information to law enforcement, governmental agencies and other authorities.
  14. You agree and acknowledge that we may keep a log of the Internet Protocol ("IP") addresses and Media Access Control ("MAC") addresses of any devices which access the Service, the times when they have accessed the Service and the activity associated with that IP address.
  15. You further agree we are entitled to co-operate with law enforcement authorities and rights-holders in the investigation of any suspected or alleged illegal activity by you which may include, but is not limited to, disclosure of such information as we have (whether pursuant to clause 14 or otherwise), and are entitled to provide by law, to law enforcement authorities or rights-holders.

## Sanctions

16. Any breach of this policy will result in immediate removal of access to EASY WI-FI LIMITED systems and services. If the intention or actions are deemed to be criminal in intent you could face criminal charges.
17. We always reserve the right to withdraw the Service, change the specifications or manner of use of the Service, to change access codes, usernames, passwords or other security information necessary to access the service.
18. You will fully compensate us against all losses, costs, proceedings, damages, expenses, legal costs or liabilities howsoever incurred as a result of any claim resulting from your breach of clause 6 to 15.