

360 Recruitment – Computer Use Policy

360Rec-12 | 2024-2025

At 360 Recruitment we want to encourage all staff to make effective use of the IT equipment and Internet access provided to support work. However there are some key points which we need all users to observe to ensure safety and security - any breach of these may lead to removal of your access to the equipment or the internet.

Use of 360 Recruitment Equipment

- Each item of computer equipment is identified by a serial number and 360 Recruitment asset number and its location recorded. Please do not move any equipment without checking with the Directors.
- Users must not make any changes to the configuration of any equipment. This includes copying, altering or deleting of system files, removal of icons, toolbars and the desktop configuration.
- Reasonable care should be taken to prevent damage to 360 Recruitment's equipment, and any fault or damage must be reported to 360 Recruitment staff immediately. Users must avoid eating or drinking while using the equipment as accidental spillage can cause damage.
- Any disks, CD's, DVD's, or USB devices brought from home or other sources, must be virus-checked by staff prior to usage.
- Users must not attempt to access 360 Recruitment's computer systems other than for the purpose outlined by our staff, all passwords and system information should not be communicated to anyone outside of 360 Recruitment as this could cause a breach of security.
- Only authorised members of the company may install or configure IT hardware or software of any type in any 360 Recruitment office.
- The consumption of food or drink in the vicinity of 360 Recruitment's IT equipment must be done so with care and attention
- Port scanning or probing of 360 Recruitment IT systems or third party IT systems will not be tolerated.

PC Software

- No software of any sort (including games, wallpaper and screen savers other than those pre-installed by 360 Recruitment) must be authorised to use.
- Users may not make, acquire, or use unauthorised copies of computer software on 360 Recruitment premises or equipment. Any breach of this will be dealt with on an individual basis.

Internet use

- Internet browsing will be available for work related purposes e.g. Job search activities, and use of the Internet on each individual PC may be monitored.
- Users must not access or view any inappropriate material including sexually explicit, extremist, racist or any other material which could cause offence to other 360 Recruitment users.
- Posting messages in inappropriate newsgroups, participation in chat activities, social networking, carrying out financial transactions over the internet and access of sites which encourage criminal activity are not allowed.

- The use of downloading applications such as P2P or Torrents or transmission of Data protected by Data Protection Act 1998 or Copyright Law 1998 is prohibited at any time.
- Any instances of bullying, intimidating or threatening behaviour via ICT systems will not be tolerated.

Investigation Rights and Privacy

Under the Regulation of Investigatory Powers Act (2000) 360 Recruitment reserves the right to monitor traffic transmitted over its networks or data stored on its PCs or servers. This act also means that in the event of a breach of national security the Government may also be given information relating to personal documents or emails. Similarly, the police may be given access to information contained within our files or transmitted on our network for the purposes of preventing or investigating crime.

The user must comply with all relevant legislation including provisions of the following acts of parliament;

- Copyright, Designs and Patents Act 1988
- Malicious Communications Act 1988
- Computer Misuse Act 1990
- Data Protection Act 1998
- Human Rights Act 1998
- Regulation of Investigatory Powers Act 2000
- Freedom of Information Act 2000
- Communications Act 2003
- Equality Act 2010
- Counter Terrorism and Security Act 2015