

Helikonia Advisory Sdn Bhd
Data Security and Software Policy

Version 1, Date: 22/04/2020

**Approved by Rikke Netterstrom,
Helikonia Executive Director**

Scope and purpose of this policy

Human error, hacker attacks and system malfunctions can cause great financial damage, legal liability and risk the company's reputation. For this reason, the purpose of this policy is to establish guidelines for the provision of Data Security and Software to Helikonía's offices and staff.

This policy applies to all permanent and temporary employees of Helikonía including, contractors, consultants, and other partners with access to company systems and hardware.

1. Software on Laptops

Originally Installed Software:

- The software originally installed by the company must always remain on the laptop in usable condition and be easily accessible.
- The laptop is supplied with software approved by the Helikonía.
- From time to time the company may add software applications for use with the required licenses.

Additional Software:

- It is the responsibility of the individual employee to be aware of additional software programs and files loaded onto their assigned laptop.
- Employees are responsible for maintaining the integrity of the software.
- Employees are not allowed to install any software not provided by the company on any assigned laptop without the written permission from the Helikonía's management team. Employees using a company-owned IT devices such as laptop and smartphone, or using a personally-owned device to access the Helikonía computer share point and other networks, or storing files with sensitive company data on any devices, **must always take the following precautions:**

2. Precautions Guidelines:

- To have a login password for your device.
- To store sensitive and private and confidential company information and data only on approved company SharePoint / network storage drives.
- Ensure they do not leave their devices exposed or unattended.
- Avoid opening attachments and clicking on links when the content is not adequately explained.
- Install a safe antivirus software



EMPLOYEE DATA SECURITY AND SOFTWARE POLICY ACKNOWLEDGEMENT

Please confirm your acceptance of receiving the Helikonía Data Security and Software Policy on the above terms and conditions by signing and returning the duplicate copy of this acknowledgement for our HR records.

I have read and understood the terms and conditions of the company Data Security and Software Policy and the same are hereby accepted by me.

SIGNATURE OF EMPLOYEE

NAME:

DATE