



## MEMORANDUM

**TO:**

**FROM: IT Department**

**DATE:**

QA has relationships with several vendors that allow us to make use of their software for the development and delivering of courses. QA also have a considerable amount of software that we have purchased for our internal system. It is essential that all staff consider these software limitations and abide by the following corporate policy:

- Software can be installed and used in the classroom environment for the purpose of training.
- Software can be installed and used on machines at work or home purely for the purpose of developing the persons product knowledge for the delivery of a training course and product support.
- Software can be installed onto machines at our customer sites for the purpose of delivering a booked training course. This must be removed at the end of the course.
- Software must not under any circumstances be given to non-QA employees unless permission has been obtained from the IT Director.
- Any software license keys must not be divulged to any non-QA employees unless permission has been obtained from the IT Director.

It is the responsibility for all technical staff to take care of any software and licenses under their control.

Please find attached copy of this memo which I would ask you to sign and return to the HR Department in Slough by.

Signed: 

Date: 13/03/16