Acceptable Use Policy  
Privacy Policy

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Policies are an essential tool because they provide the guide that helps any organization move toward their goals and objectives. (PCG, 2019) Policies are a formally agreed upon high-level principles and requirements that an organization, department or area of the business must follow and they set the directional tone for the area they are written for. (Amadei, 2016) Policies can identify key activities that take place in the organization as well as the small, seemingly insignificant issues such as building rules, children, pets, smoking, or parking. Policies are also a guide for handling issues that happen when the policies are not followed or new issues arise. (CMHC, 2018)

An Acceptable Use Policy is a “document which governs use of the internet, computer hardware and software and covers a wide range of issues surrounding the rights, responsibilities and privileges – as well as sanctions – connected with computer use.” (Webwise, 2016) Acceptable Use Policies are needed because organizations are responsible for what their employees or users do with company computer equipment and internet connections. There are government regulations, civil lawsuits and criminal charges that can result from inappropriate computer and network usage. Acceptable Use Policies are needed to protect from these types of incidences as well as protect the security of the company systems and keep systems safe from viruses and attacks. (A.N.S., 2019)

Privacy Policies are required in most countries around the world because of data privacy laws. These laws contain requirements regarding protections and processing of personal information. They are beneficial in avoiding legal battles as clear Privacy Policies protect the company as well as the individuals’ information. Third parties such as Google and Apple require privacy policies when submitting mobile apps for their stores or if their website data sources like Adsense or Google Analytics is used. Privacy Policies can also build trust with clients, help to make more money and keep what is earned as well as reducing risk by tailoring the information to what each business needs. (Lege Nova, 2019). The sections of a Privacy Policy can be broken down into the main sections of an introduction, information that is collected, methods of collection, data storage, contact information, goods and services activities, employer activities, customer feedback and financial activities. All of these areas should be thought about thoroughly and updated regularly. (Athulya, 2019)

# Objective

To define the actions that users will follow when accessing systems and networking equipment by developing an Acceptable Use Policy. In addition, an outline for how an organization will use the personal information that they collect will be explored by developing a Privacy Policy.

## Results and Analysis1

Writing an Acceptable Use Policy can be made easier by looking at various sources and piecing together the policies needed for the corporation’s use and intention of the policy. The following policy was written with the help of SANS, Infosec, Webwise, and several education institutions examples regarding these policies.

Preamble

The purpose of this Acceptable Use Policy is protecting the employees, partners and the company and all entities associated with the company from illegal or harmful actions by individuals who take actions that are contrary to the policy, either knowingly or unknowingly. This does not to impose restrictions but to establish openness and assist in job performance, company viability, trust and integrity.

The company systems that the Acceptable Use Policy is in regard to are to be used for business purposes and in keeping with the interests of the company, clients and customers. This is in specific reference to all internet, intranet, and extranet -related systems including computer equipment, software, storage and operating systems, network accounts with email, internet browsing during normal operations as well as on private or off work times as well.

It is the responsibility of each employee, affiliate or computer user to know these guidelines and conduct activities that are in keeping with these security guidelines.

Purpose

This policy has the purpose of providing the information about acceptable usage of computer equipment for the company and to protect employees with the rules therein. Uses contrary to the policy can expose the company to risks that include malware attacks, compromised systems and services as well as legal issues.

Policy Statement

This policy applies to all equipment that is owned or leased by the company and includes all employees, contractors, consultants, temporaries and any other workers or users at the company, including all third-party personnel or employee guests.

The company’s information that is stored on all company, employee or third-party devices is the sole property of the company. Proprietary information must be protected in accordance with the Data Protection Standard.

Theft is to be reported immediately as well as the unauthorized disclosure of information.

Proprietary information can only be shared as authorized and necessary for job duties.

Security and network maintenance have authorized personnel whom monitor equipment, systems and network traffic and have the authority to do so per Infosec’s Audit Policy. The company reserves the right to periodically audit networks and systems to ensure compliance.

The Minimum Access Policy must be followed when connecting any devices to the company network.

Passwords must comply with the password policy and are for the sole employee personnel with sharing of passwords prohibited.

Screens must be locked or logged off when unattended and password protected screensaver set to 10 minutes or less.

The company is not responsible for material viewed or downloaded by users from the internet. Users are cautioned that many of the available sites include offensive, sexually explicit and inappropriate material. Users are responsible for their own risk while using the internet. Unsolicited email may also contain offensive content or malware, both are the responsibility of the employee to report immediately if either occurs.

Acceptable Use

Checking email from another computer, logging in when checking and logging off when finished, making sure no passwords are saved on the computer being used.

Asking another staff or colleague to check email for you by forwarding the email to their account and removing the forwarding upon return to work.

Unacceptable Use

Having someone else log into your work account to check your email, using your username and password.

Asking staff at work to check email by giving your password.

Attempting to gain access to another employees’ computer or email through guessing their password or other means.

After being hacked, running hacking tools independently instead of asking for help from I.T. or connecting a hacked computer to the company network.

(SANS, 2014), (Pearl Software, 2019)

Privacy Policy

This policy is for the company and operates this website. This page applies solely to information collected by this website. It notifies of:

What personal information is collected, how it is used and shared.

What choices are available regarding use of data.

Security procedures in place to protect misuse of information

How to correct inaccurate or incomplete information.

Personal information may be used to as the contact information for the company’s newsletters, promotional materials and marketing.

Cookies are used to collect information. They can be removed however if they are not used some portions of the company website will not be available.

Security of personal information is important to the company but no method of transmission over the internet or method of storage is 100% secure. Although we use commercially acceptable protection and encryption of personal information, we cannot guarantee absolute security.

Contact us if you have any questions about this privacy policy.

(BBB, 2019), (Google, 2019)

### Conclusion.

This lab was an effective way to learn about the Acceptable Use Policy as well as the Privacy Policy. Each policy has its own unique characteristics for a company and a website. The student learned about the reasoning for the policies as well as what details some policies can contain. Overall this lab was a successful choice for policy analysis.

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