**PC rules**

1. ***Account/Password:***

* Use your own account and don’t give your account/password to others
* Set complex password (characters, numbers, symbols) and length of password more than 8 characters

1. ***Antivirus:***

* Use Anti-Virus software "Microsoft Security Essentials"
* Set automatic scanning once a day
* Set automatic update of the definition file

1. ***Software Install:***

* Install license software
* Install necessary software for your job

***4. Email:***

* When send email with individual or sensitive information, please set password more than 4 characters
* Use BCC when send mail to more than 2 customers, don’t use TO/CC

***5. Internet Access:***

* Access to website related to your job and don’t access to website that can transmit data to the external (Gmail)

***6. Data Export:***

* External storage media such as an individual hard disk, USB thumb drives, and CD-R are not bring in our office
* Ask ISMS manager for permission when exporting data

***7. Data Erase:***

* Delete all data when provide laptop to new employees

***8. Clear Screen:***

* Put important information on desktop of PC
* Set password for the screen saver (within 10 minutes)