

- ✓ 8.2.13 Mailbox size monitoring shall be under the responsibility of the delegated IT staff.
- ✓ 8.2.14 All members of staff shall have no expectation of privacy in anything they store, send or receive on the RRA's email system. RRA reserves the right to monitor any messages without prior notice.

✓ 9. Enforcement

Violation of this Policy **MAY** invoke disciplinary action in accordance with the procedures and processes stipulated in RRA's code of conduct if deemed necessary, and after proper investigations by all relevant parties involved.

Additionally, individuals **MAY** be subject to loss of RRA information resource access privileges, and civil or criminal prosecution for severe or advanced cases if justified by the circumstances.

✓ 10. Exceptions

Where systems, procedures or processes are not able to meet the requirements of this policy and an appropriate business justification exists, an exception should be raised for review and approval according to the exceptions and exemptions procedure.

✓ 11. Review

This policy shall be reviewed every two years, when a significant change in the scope of the ISMS occurs, or when it is deemed necessary by the competent authority in RRA.

12. Attestation

I, ADKUNDANE Remy, acknowledge that:

- I have read the Acceptable Use Policy and all policies and procedures of Rwanda Revenue Authority with respect to information security, and I agree to be bound and to comply by its terms.
- I hereby voluntarily and freely consent to Rwanda Revenue Authority, processing all personal data of which I am subject and which I currently hold or may hold in the future.
- I agree to report information security weakness/incidents to either IT Security Officer or any IT Staff and not to exploit same.
- I acknowledge that violation of any policies and procedures may invoke disciplinary action if deemed necessary, and after proper investigations by all relevant parties involved.

Intern's signature:



Date:

12/03/2024