

**In order to facilitate all to read, a brief IT policy summary shown as below:
(For detail, please check with Technology department - local IT staff or go to Office Public Drive under Policy folder to see the policy file.)**

Objective

Technology Department entered into information technology security policy enforcement and regulatory measures, policies regularly and timely review, colleagues should cooperate with the policy enforcement and execution, in order to safeguard the Group's information assets and ensure the effectiveness.

Employee Responsibilities

- When employees sign the receipt of computer assets, employees become the conditional owner of the assets, employees shall not be lent to others and are responsible for properly keeping the assets.
- Without proper authorization, employees are not allow to disclose any sensitive data (such as customer data, media cost data, etc.) to any third parties.
- Employees must return all equipment when leaving the company.

Information Security

- Important documents and confidentiality required documents (such as contracts) should be password-protected.

Password Management

- Shall keep your password safe all the times.
- Password may not be shared or disclosed to any third party.
- The system password must change every 90 days.

Handling loss of IT equipment

- In case of any assets lost (such as storage companies have sensitive data or set up your phone and tablet computer company mailbox, U disk, etc.), you must notice related parties immediately - department head and Technology Team IT staff through phone or email.

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IT Procurement

- Any IT equipment, software and related services procurement are sure to fill the requisition form, you must provide a reason when completing form and submit to your department heads for approval.
- Equipment procurement will follow the standard support model listed inside policy.

Authorized Software

- Users can use standard software based on the list of approved software. (See the list in Policy Document)
- For any unauthorized software use, user must be notify IT staff by e-mail to obtain and record the relevant software licensing, compatibility testing will perform to prevent any software conflicts, and to install or purchase if needed.
- Do not install or use any unauthorized and pirated software.

Inquiries and assistance

If you have any information technology and information security policy related issues, please don't hesitate to contact technology team our local IT support staff for queries or assistance.

Thank you for your attention and cooperation.

资讯科技政策重点如下:-

(详细政策文档可向各地 IT STAFF 索取或在办公室公共盘 POLICY 文件夹内可查看)

目的

技术部订立资讯科技保安政策、规划和监管措施，确保推行资讯科技政策的适当保安措施及指引，期望本文件可加强各员工对于资讯科技保安意识，以减低外来威胁所造成的风险，和减少出现员工疏于保护敏感或个人资料的情况。

员工责任

- 员工签收领用电脑后，享有电脑使用权，且只限于签收员工使用，员工不得转借他人及有责任保管妥当。
- 切勿在未获上级主管授权情况下，向任何第三方泄露所保管的敏感数据 (如客户数据、媒体成本数据等)。
- 离职时必须归还所有签收领用设备。

信息保安

- 重要文件及有保密要求的文件(如合同)应加密码保护。

密码管理

- 须时刻妥善保管密码。
- 密码不得向任何第三方共享或泄露。
- 系统密码必须每 90 天更改。

IT 设备遗失的处理

- 计算机或移动设备 (如设置了公司邮箱的手机及平板计算机、U 盘等) 遗失后，必须第一时间电话或邮件通知部门主管、技术部 IT 人员

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IT 采购

- 任何 IT 设备，软件及相关服务采购均务必填写申购表，填写采购表时必须提供购买的理由，交部门主管审批。
- 设备采购将遵循标准支持型号（详见政策文档内列表）去处理购置。

授权软件使用

- 用户可使用根据在已批准的标准软件列表中的软件。(详见政策文档内列表)
- 如软件不在列表之内，用户使用前必先要以邮件形式通知技术部 IT 支持人员以取得及记录相关软件授权，测试软件冲突及兼容性，及至安装及采购。
- 严禁安装或使用任何未经授权及盗版软件。

查询及协助

如有任何资讯科技及资讯科技保安政策相关问题，欢迎联系各地技术部 IT 支持人员查询或协助。

谢谢大家配合！