



### ***Bank-Owned Mobile Computing Acceptable Use Guidelines***

These guidelines are for Bank issued mobile computers, such as laptops, smartphones, (e.g., Blackberry), and handheld computers, (e.g., iPad), that can store, process, and/or transmit data.


1. If you must copy BTMU files to a mobile computing device, they must only be saved for the time needed. Afterwards, the files must be deleted. If you take out electronic files containing BTMU information on a laptop, you must record the purposes, destinations and the details of the information on the "List of Files Taken Out by PCs for Taking Out" form. Prior approval must be obtained from your Business Line Security Officer (BLSO) for your department.
2. You are prohibited from viewing "A" or "B" information in public places, such as a hotel lobby, park, bus, train, or restaurants, unless a private screen filter is installed to prevent over-the-shoulder viewing. "A" is customer data; "B" is highly sensitive confidential Bank information.
3. Do not leave a mobile computing device unattended. Your mobile computing device must remain with you at all times, unless it can be locked in a safe location.
4. Never check-in your mobile computing device as luggage when traveling. Always hand-carry it in your briefcase or a carrying case.
5. Do not place your belongings on an airport conveyor until you are ready to pass through the scanner to get to your items or have an associate waiting at the other side of the scanner.
6. You are responsible for the immediate return of the mobile computing device to your manager if you are no longer employed at the Bank or are no longer authorized to have one.
7. In the event of loss, immediately report it to the Helpdesk at 201-413-8999.

By chopping/signing this document you take full responsibility for the Bank-owned mobile computing device and the data in which it may contain. Failure and or refusal to chop/sign this document will result in non-approval of a Bank-owned mobile computing device.

Mobile Computer User (Print name): MD TARIKUZZAMAN

Department: Corporate/wholesale Banking Tee. Ext. \_\_\_\_\_

**Chop or  
signature**

User
 Date: <u>04/03/2020</u>