



## *HS 24 – Information Technology Policy*

### 1. Policy Statement

The purpose of this policy is to establish guidelines for the acceptable use of information technology resources at CQ Crane Hire. It is designed to protect the integrity, confidentiality, and availability of the company's data and information systems.

### 2. Scope

This policy applies to all employees, customers, and contractors who access or use information technology resources belonging to CQ Crane Hire. This policy covers all information technology resources, including but not limited to:

- Computers
- Mobile devices
- Software applications
- All networks
- Data storage systems

### 3. Acceptable Use

All users of CQ Crane Hire's information technology resources must adhere to the following acceptable use guidelines:

- Use technology resources for legitimate business purposes only.
- Protect sensitive information and data from unauthorized access.
- Ensure that all software used is properly licensed and up to date.
- Report any security incidents or breaches immediately to the IT department.
- Regularly back up important data as per the established backup procedures.

### 4. Data Protection

To safeguard CQ Crane Hire's data, all users must:

- All employees, customers, and contractors must ensure that any information technology data belonging to CQ Crane Hire is handled with care and respect.
- Proprietary information must not be shared with external parties unless explicit permission has been granted by an authorized representative of CQ Crane Hire.

### 5. Password Management

To further safeguard CQ Crane Hire's data, all users:

- Are prohibited from sharing passwords or personal login details with anyone including all company used software packages, portals and third-party services.
- Passwords must be kept confidential and should be changed regularly to maintain security.

### 6. Internet and Email Usage

When using the internet and email, users must:

- Avoid accessing inappropriate or illegal content.
- Be cautious of phishing attempts and suspicious emails.
- Use company email accounts for business communications only.
- Do not use personal email accounts for company business.



## 7. Social Media and Communication

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Users must be mindful of their online presence and adhere to the following guidelines:

- Do not disclose confidential company information on social media.
- Ensure that any public communication reflects positively on CQ Crane Hire.
- Obtain permission before posting images or videos related to the company.

## 8. Access Control

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Access control is a security measure that determines who is allowed to access specific resources and under what conditions, ensuring that sensitive information is protected from unauthorized access. This will be published through group policy for the Windows Azure Environment and other permission setting from any other software packages which limits the access to information technology resources to authorized users only. In addition, all users need to ensure that they are logged out of systems when not in use to prevent unauthorized access.

## 9. Compliance

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All users must comply with this policy and any related procedures; Violations of this policy may result in disciplinary action, including termination of employment or contract. CQ Crane Hire reserves the right to monitor the use of its information technology resources to ensure compliance with this policy.

All users are required to comply with relevant laws and regulations, including:

- Data protection laws
- Intellectual property rights
- Industry-specific regulations

## 10. Reporting Security Incidents

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Any suspected security incidents or breaches must be reported immediately to the IT department. Employees, customers, and contractors should be vigilant and report any suspicious activity related to information technology resources.

## 11. Review and Updates

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This policy will be reviewed annually and updated as necessary to reflect changes in technology, regulations, or business practices. All users will be notified of any significant changes to the policy. By adhering to this Information Technology Policy, all users contribute to the security and integrity of CQ Crane Hire's information technology resources.

## 12. Responsibilities

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1. Management - Ensure adherence to the IT policy and allocate resources for its implementation.
2. Employees, customers and contractors - Adhering to this Information Technology Policy.

## 13. Approval

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*D. Fechner*

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CQ Crane Hire Director (Darren Fechner)

Date: 18 October, 2024