



Acceptable Use Policy for Nonemployees

The purpose of this policy is to inform **Nonemployees** what is expected of them when in contact with Studsvik IT such as servers, services, IT equipment, systems and data.

Inappropriate use exposes Studsvik to risks including virus attacks, data loss or leakage, compromise of IT systems and services or legal issues.

Failure to comply with these directives might result in a legal matter.

For any questions or uncertainty ask your Studsvik contact.

- All Studsvik information and data you come across should be considered **highly classified** unless told otherwise and **should not be redistributed**. Your Studsvik contact will be able to provide you with proper classification and procedures for data and information related to your assignment.
- Your Studsvik user account is personal and should be handled as such. **Never** share your credentials with others.
- Never leave your computer in a state that makes unauthorized access possible when connected to any of Studsvik services or viewing any Studsvik information.
- All data produced in Studsviks IT environment should be considered Studsvik property.
- Studsvik documents and data should never leave Studsvik controlled storage unless you have explicit, written permission to move it elsewhere.
- No changes should be done to Studsvik servers or services unless it is an approved change where you have been given written permission to do so.
- You have a responsibility to promptly report the theft, loss or unauthorized disclosure of any information to your Studsvik contact.
- You may access services and systems, use or share information only to the extent it is authorized and necessary to fulfill your assigned job duties.
- All ongoing activities in Studsvik IT environment may be monitored and/or logged.
- All data transmitted or stored within Studsvik as well as to and from Studsvik is Studsvik property and may be examined by the IT organization. No data within the Studsvik network is private.

By signing you acknowledge you have read and understand the Acceptable Use Policy for Nonemployees.

Date

Name

Signature