



VAAL UNIVERSITY OF TECHNOLOGY

PC RULES

Usage of Vaal University of Technology (VUT) resources is restricted to Business usage.

VUT has all rights to audit usage and content.

All messages and documents sent, received and stored are treated as VUT owned Business Information.

RESOURCES	RESTRICTED TO BUSINESS USAGE
Personal computer	<ul style="list-style-type: none"> • No games or screen savers to be installed • Protect the asset • It is your tool, take care of it as any other critical tool for performing your job • No pirate software/operational systems
E-mail	<ul style="list-style-type: none"> • No chain letters, jokes or advertisements • No defamatory, obscene, offensive or harassing messages and material • Don't routinely forward message to large distribution list unless you have business needs to do so
Internet	<ul style="list-style-type: none"> • All accesses are logged and reviewed and be work related • Do not download screen saver, bitmap pictures • E-mail should not express Company opinion without approval of Public Relation • Act very carefully in downloading programs, files, attachments • Internet mail is not secure enough to use it for exchanging confidential or personal information
Non Standard Software	<ul style="list-style-type: none"> • Valid licence must exist • No support will be given by Data Processing
SECURITY	YOU ARE KEY TO SECURITY
Virus	<ul style="list-style-type: none"> • Do not disable virus protection (F Prot) • Act carefully • User's responsibility to upgrade latest version and updates • Contact D.P. in case of doubt
Access control	<ul style="list-style-type: none"> • Protect confidentiality of your password • Have 'hard to guess' 'easy to remember' password • Do not give, write or store electronically your password • Do not share your password • Do report any suspicious activity
Security incidents	<ul style="list-style-type: none"> • Must be reported immediately to D.P
Screen saver	<ul style="list-style-type: none"> • Activate password protection

DATA PROTECTION	YOU ARE RESPONSIBLE FOR YOUR DATA PROTECTION
Confidentiality	<ul style="list-style-type: none"> • Classify according to Confidentiality • Protect according to sensitivity • Safest places are your personal share on the server, or a stiffy • Files can be password protected • Don't store confidential information on the hard drive of your Laptop • Check who has access to your e-mail, your hard drive (if shared)
Back up	<ul style="list-style-type: none"> • Back up regularly data you keep on your hard drive to the server
Record retention	<ul style="list-style-type: none"> • Organize your filing • Regularly delete documents / E-mail which have exceeded record retention period