

INFORMATION TECHNOLOGY POLICY STATEMENT

MODUTEC has a policy to safeguard the security of its IT infrastructure as a priority to prevent business interruption or loss of important business information. This policy applies to all persons under the control of MODUTEC.

MODUTEC recognizes its dependence on computer systems, secure data storage and reliable electronic communications. MODUTEC also has regulatory obligations, including the need to retain personal information of Employees and Assignees beyond their period of service with MODUTEC.

Where feasible, MODUTEC policy is to use up-to-date technology, equipment and software in order that it can deliver high quality, innovative service, providing support to our clients beyond their expectations.

MODUTEC complies with the requirements of the Data Protection Act (and its successor the General Data Protection Regulation (GDPR)) and is registered with the Information Commissioner’s Office as a company which processes personal data.

MODUTEC confirms that the following are prohibited on the Company’s equipment and systems: altering and upgrading Company software or documents, accessing or attempting to access any area of, or data on, the computer system and on modification of programs or data without prior permission, copying data or programs for personal use, using privately acquired programs or data on any portable storage format (i.e. CD-ROM, DVD, USB memory stick or downloads) on Company machines without authorization, use of Company equipment for unlawful activities such as harassment or the dissemination of offensive/obscene material, pornography, threats or defamatory statements, installing, copying, distribution or use of proprietary software in violation of copyright or any licensing agreement, loading software, including games on to Company equipment without prior authorization, unauthorized use or divulging or information relating to the computer system including prohibition on divulging passwords or access codes and carrying sensitive Company information off site on a laptop or other such device (table, smartphone, storage device) without prior authorization or without ensuring a back-up has been made. MODUTEC’s computer system contains email and Internet facilities, which are intended to promote effective communication on matters relating to company business. MODUTEC acknowledges that email, and use of the Internet in general, are a quick, cheap and less disruptive means of personal and private communication, provided such use is not excessive and personal use is limited to break times. Improper use of email or the Internet may result in disciplinary action being taken, which could result in dismissal. Persons under the control of MODUTEC should remain aware that, whilst private email communications are not intended to be monitored or intercepted as a matter of course, this is possible and in cases where it is suspected that the email or Internet system is being abused; messages may be monitored without their permission.

MODUTEC further acknowledges the business benefits of taking part in social networks and online communities such as blogs, wikis, social networking websites, podcasts, forums, message boards, or comments on web-articles, such as Twitter, Facebook, and LinkedIn amongst others. If employees of are using social media, the best advice is to approach the online world in the same way as they physical one - using sound judgement and common sense.

Online comments and posts are public and, for some sites, permanent; even with privacy settings in place. Ensure posts are accurate, not misleading or damaging and be careful not to reveal sensitive or confidential Company information. If you are not sure, do not post it. Mentioning MODUTEC (or any Employee or Assignee of MODUTEC) in a derogatory way and causing reputational damage may result in disciplinary action being taken.

Should obvious and willful disregard be displayed in regards to any of the above actions or activities then disciplinary action will result in accordance with MODUTEC procedures.

Everyone under the control of MODUTEC is responsible for applying this policy and procedures rigorously, not only for the protection of yourself, but MODUTEC and others who may be affected by your actions.



Brian Knowles
Managing Director



Chris Andrew
Operations Director