

W.e.f 17th December 2013

Internet Data Card Policy

BACKGROUND

Keeping in the view of the current mobility of the Laptop users wherein they need to access the mails while they are away from offices

Management Commitment

The Management of Crestech is committed to the implementation of the appropriate Information Security Policy throughout the organization. To achieve this, a range of information security policy is being developed in line with policy designed and developed by Crestech. We recognize that information is a critical business asset, and that our ability to operate effectively and succeed will require control and protection of these assets.

POLICY

The data card can be used for official emailing and web surfing only any kind of unauthorized surfing, pornographic, online movie watching, international or domestic calling, gambling or any other unauthorized activities are not permitted and downloading of music / movie / games are not permitted because such download are very heavy in size and you have limited size for the downloading hence you are requested to kindly avoid such downloads.

Under this policy user are eligible to use the internet Data Cards under the following Guidelines

1. User need to make request to the HOD which will be subsequently approve by BU Head, explaining the necessity for the same by HOD
2. User has the responsibility for the appropriate usage of internet keeping all views to safeguard company's confidentialities
3. In any circumstances company is not liable for any technical/legal issues for usage of Data Card by the user
4. User is liable to settle all payments, downtime issue and keep the Data Card up and running always

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THE USAGE SHALL NOT COVER THE FOLLOWING:

1. Personal ISD calls through internet
2. In case loss of data cards the user will have to pay necessary charges
3. In case of loss of data card the user must inform IT and HR/admin immediately to avoid misuse