

# ISMS ANTI PIRACY POLICY

## Introduction

This sets out the Organisation's Policy concerning illegal copying and use of software.

Unlicensed duplication or use of any software program is illegal and can expose the user and the Organisation to civil and/or criminal liability with regard to Intellectual Property Rights/Copyright law. The Organisation takes this very seriously, and any breach of these rules may result in disciplinary action, including dismissal.

## Responsibilities

1. All Managers are responsible for ensuring that this Policy is complied with.
2. All of the Organisation's employees are responsible for making sure that this Policy is strictly adhered to and that no Intellectual Property Rights are violated.

## Anti-Piracy Rules

1. The Organisation does not tolerate any employee making unauthorised copies of software.
2. Any employee found copying software illegally is subject to dismissal.
3. The Organisation's employees are subject to the following rules and requirements that relate to the Organisation's Anti-Piracy Policy:

### DO:

1. Get written permission from the Internal IT Manager if you want to copy any programme that is installed on your PC, for whatever reason.
2. Get written permission from the Internal IT Manager if you want to install any software onto your PC, in order to verify that a licence is held to cover this.
3. Consult with the Internal IT Manager if you want to use software licensed by the Organisation at home.
4. Check with the Internal IT Manager to make sure that licences exist for every copy of any software product installed on the hard disk. If unlicensed copies are found they will be deleted and, if necessary, replaced with licensed copies.

### DO NOT:

1. Copy software from the Organisation's systems for your own use or to give to a third party without written permission from the Internal IT Manager, detailing the exact circumstances.
2. Make illegal/unlicensed copies of software installed on a Service Users system, even if expressly requested to do so by the Service User. Call the Internal IT Manager if you are in doubt or feel under pressure in this regard.
3. Hesitate to report any breach of this Policy to the Head of Operations (ISMS Manager) or to the CEO.

## Policy Sign-off

Date of Issue:	27/10/2020
Date of Next Review:	15/09/2021
Name:	Tim Barber
Signed:	

### Amendment History

Version	Modified On	Modified By	Comments
1.0	15/09/2020	Jo Holloway	
2.0	27/10/2020	Jo Holloway	Update in responsibilities