



## IT Policy

EB Scotland Limited and EB (Northern Ireland) Limited rely on excellent computer facilities to communicate, research, store and access data and information vital to the efficient operation of the company. Given the structure of the company, this falls into two distinct areas;

1. Office based pc's, printers and ancillary equipment and software.
  - These are the responsibility of the Managing Director in terms of specification, installation, purchasing and maintenance.
  - To assist this an IT Consultant is available during normal working hours throughout the year.
  - All equipment is covered by appropriate insurance
  - Internet Security and Anti Virus protection is installed and upgraded as required.
  - Back Up is ensured through BT PC Back Up and all files are saved electronically quarterly and securely stored in a safe.
  - Passwords and other access codes are contained in the Disaster Recovery Plan in the safe keeping of the Company Secretary
  
2. Laptops and ancillary equipment, including software and anti virus protection.
  - These are provided by the company to its' consultants and remain the property of EB Scotland
  - It is recognised that these are used principally for communication, research and record keeping by the user/keeper as well as personal use.
  - It is the sole responsibility of the user/keeper to maintain, protect and secure such equipment.
  - In the event that a user/keeper contract ceases, EBS reserves the right to the safe return of all equipment so provided.
  - Consultants also have access to the IT Consultant for advice, guidance and support.