

# Bring Your Own Device (BYOD) Policy

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## 1. Policy Statement

SeenEm® allows limited use of personal devices where security and data protection requirements are met.

## 2. Scope

Applies to any personal device accessing SeenEm® systems or data.

## 3. Security Requirements

Devices must:



- Be password protected, ideally multi-factor authentication
- Use encryption where available
- Have up-to-date security software

## 4. Data Separation

SeenEm® data must be kept separate from personal data wherever possible.

## 5. Loss or Theft

Loss or theft must be reported immediately.

## 6. Right to Remove Data

SeenEm® reserves the right to remotely delete company data where necessary.

## 7. Review

Reviewed annually by the Board of SeenEm®.

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**Approved by:** The Board of SeenEm®

**Review frequency:** Annual



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