

Internet, Email & Social Media Use Policy

1. Policy Statement

SeenEm® recognises the importance of internet, email and social media systems in supporting business operations. This policy sets out the standards expected when using company systems and when representing SeenEm® online, ensuring use is lawful, professional and secure.

All use of systems must comply with UK law and SeenEm® policies.

2. Scope

This policy applies to all:

-  Employees
-  Directors and officers
-  Contractors and consultants
-  Agency workers
-  Anyone using SeenEm® systems or representing SeenEm®

3. Acceptable Use of Systems

Company internet, email and communication systems are provided primarily for legitimate business purposes.

Limited personal use may be permitted provided it:

-  Does not interfere with work duties
-  Does not incur cost or risk to SeenEm®
-  Complies with this policy and UK law

4. Prohibited Use

Users must not use systems to:



- Access or distribute offensive, discriminatory or illegal material
- Harass, bully or defame others
- Breach confidentiality or data protection laws
- Download unauthorised software
- Engage in fraudulent or unlawful activity

5. Email Use

All emails sent using SeenEm® systems must:



- Be professional and appropriate
- Avoid offensive or inappropriate language
- Protect confidential information
- Include required legal disclaimers where applicable

Users must exercise caution when opening attachments or links.

6. Internet Use

Internet access must be used responsibly.

Users must not:



- Visit inappropriate or unsafe websites



Circumvent security controls



Use systems in a way that exposes SeenEm® to cyber risk

SeenEm® reserves the right to restrict access to certain websites.

7. Social Media Use

Personal Use

When using social media in a personal capacity, individuals must:



Make it clear they are expressing personal views



Not disclose confidential or proprietary information



Not post content that could damage SeenEm®'s reputation

Representing SeenEm®

Only authorised individuals may speak on behalf of SeenEm®.

When representing SeenEm®, individuals must:



Act professionally and responsibly



Ensure content is accurate and lawful



Comply with confidentiality and data protection obligations

8. Monitoring

SeenEm® reserves the right to monitor use of its systems where lawful and proportionate, including:



Email traffic



Internet usage



System access logs

Monitoring is carried out in accordance with UK data protection legislation.

9. Data Protection & Security

Users must:



Handle personal data in accordance with UK GDPR



Protect login credentials



Report suspected security incidents immediately

Unauthorised access or misuse of systems is prohibited.

10. Breaches of Policy

Breaches of this policy may result in:



Disciplinary action



Termination of employment or engagement



Legal or regulatory action where appropriate

11. Review and Approval

This policy is reviewed annually by the Board of SeenEm® to ensure it remains effective and compliant with UK law and best practice.



Approved by: The Board of SeenEm®

Review frequency: Annual

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