

# Internet, Email & Social Media Use Policy

---

## 1. Policy Statement

SeenEm<sup>®</sup> 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<sup>®</sup> online, ensuring use is lawful, professional and secure.

All use of systems must comply with UK law and SeenEm<sup>®</sup> policies.

---

## 2. Scope

This policy applies to all:



Employees



Directors and officers



Contractors and consultants



Agency workers



Anyone using SeenEm<sup>®</sup> systems or representing SeenEm<sup>®</sup>

---

## 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<sup>®</sup>



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<sup>®</sup> 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

© 2026 SeenEm® Limited. All rights reserved.