Acceptable Use Policy Guide

Overview

Stannp maintains strict acceptable use policies to protect our customers, employees, and the company from illegal or damaging actions. Effective security is a team effort requiring participation from everyone who interacts with our information and systems.

Access Control and Security

Access to Stannp systems is controlled through unique User IDs and passwords assigned to individual employees. All users are accountable for their actions and must maintain the confidentiality of their credentials. Unauthorized access, system modifications, and data transfers are strictly prohibited.

Data Protection Standards

All customer data processed by Stannp is classified as confidential and handled with the highest level of security in accordance with applicable privacy laws including HIPAA for Protected Health Information (PHI). Employees must not store customer data on unauthorized equipment or transfer data outside the company. Unprotected confidential information must never be sent externally.

Internet and Email Use

Our internet and email systems are primarily for business use. Employees are prohibited from accessing, downloading, or sharing offensive, illegal, or copyrighted material. Official commitments on behalf of Stannp require proper authorization.

Mobile Devices and Remote Work

Equipment taken off-site must be protected at all times. All mobile devices are secured with passwords or PINs and encryption where available.

Removable Storage Devices

Removable storage devices are strictly prohibited to protect data security. In exceptional circumstances where they must be used, only encrypted, company-authorized devices are permitted with approval from senior management.

Security Software and Approved Software

All company devices have automated antivirus software that must not be disabled or removed. Employees must use only software authorized by Stannp that is legally licensed, compliant with applicable privacy and security regulations, and regularly updated with security patches.

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