POLICIES AND PROCEDURES

IT SECURITY, E-MAIL AND THE INTERNET

1. In the interest of security you should not allow other people access to your computer password, nor to use your computer when it is logged on in your name. Not only is this a breach of security, but it could also result in you being identified as irresponsible if the other user were to perform an illegal or fraudulent act in your name.

2. E-mail and the internet are provided for running the affairs of **Shakiry Charity for Social Solidarity**. You should not in any circumstances use IT equipment to view, download or forward material which is illegal or could be considered offensive.

5 August 2019