

Dells TimberLand Employee Access Policy

This policy is used to secure and define appropriate use of customer information and secure the Dells TimberLand Network.

1. Information collected is used solely by Dells TimberLand and its business associates. Information collected is used ONLY to process orders and requests of our customers. The customer's contact information is only used to get in touch with the customer when necessary. Financial information that is collected is used to check the customer's qualifications and bill the customer for products and services. Dells TimberLand does not sell any personal information and will not disclose any personal information except when permission has been granted by the individual, or, we are required to do so by law, subpoena, court order or legal process.
 - a. Absolutely no personal data for any customer or guest is to be disclosed to anyone without the documented consent of the customer or guest in question, unless approval by Albert or Margaret King.
 - b. Report any and all requests for information especially sensitive information like account numbers, credit card or banking information to Albert King.
2. Customer information, especially sensitive information like account numbers, credit card or banking information may only be viewed by authorized persons.
 - a. Customer information written or recorded may not be left unattended unless it has been secured by password or physical lock to prevent unauthorized access.
 - b. The casual viewing of any customer information is not allowed. No customer information should be placed in such a way that it allows open viewing by other employees or someone passing by. Information will be kept confidential and reasonably secured even while being viewed or used by authorized personal.
 - c. Sensitive customer information by definition is any data that is not public record and or could be used to compromise a customer account.
 - d. With the exception of authorized Dells TimberLand personal, no sensitive customer information will be shared with anyone. This includes vendors, service providers, bank or even credit card companies. Any and all requests for sensitive information should be forwarded to Albert or Margaret King.
 - e. No sensitive information or data is allowed to leave the premises. No paper copy, fax, magnetic or computer media including electronic transmissions like email or instant messaging. Any requests for sensitive information to leave the premises should be forwarded to Albert or Margaret King.
 - f. Customer verification information such as CVCC codes, PIN or full track information from a chip or card are not to be stored any longer than necessary to complete the required task.
 - g. All customer information is either considered necessary and is kept secured or it is considered unnecessary and it is destroyed. There is nothing in-between and therefore all customer information is kept secure up to the point it is destroyed.

- h. Only when provided explicit instructions on the specific information and method of disposal from Albert King or Margie King may any customer information be destroyed.
- 3. Explicit approval from Albert King is required for access to any computer or device attached to the Dells TimberLand Private Network.
 - a. A list of approved network devices the user is authorized to access is as follows.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
- 4. Use, Activities and Technology on the Dells TimberLand Network are limited to Official Dells TimberLand Business Use
 - a. Only family appropriate content should purposefully be viewed. No inappropriate or pornographic materials should purposefully be viewed.
 - b. Loading programs, changing settings or altering the Dells TimberLand computers or network in any way is prohibited.
 - c. Activities such as hacking, loading spy ware, or inducing a virus are illegal. Use of the Dells TimberLand computers, network, or internet connection for illegal activities is prohibited.
- 5. Any security breach, suspected security breach or suspicious activity is to be immediately reported to Albert King.

I have read and understand the Dells TimberLand Employee Access Policy. I will to the best of my ability adhere to this policy.

Name
Printed _____ Site _____

Name
Signed _____ Date _____