

PTS^{••} LEISURE

STANDARD OPERATING PROCEDURE

PTSL / SOP / IT / ACCEPTABLE USE OF IT

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For the attention of the User

Users may give feedback or present comments and recommendations on any aspect of this Document and address them to Internal Audit Department, Yong Tai Berhad.

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1.0 OBJECTIVE

The Acceptable Use of IT Policy covers the rules and responsibilities of all users of PTSL IT Services and Systems whether it is provided by PTSL or by third parties on behalf of PTSL.

2.0 SCOPE

All users are responsible for the actions they take when using PTSL IT Services and Systems. When using PTSL IT Services and Systems all users are expected and required to behave in an appropriate manner that complies with legal requirements and will not risk damaging PTSL's reputation.

3.0 REFERENCES

3.1 Personal Data Protection Act 2010 ("PDPA")

Personal Data Protection Act 2010 is an act to regulate the processing of personal data in commercial transactions.

3.2 Computer Crimes Act 1997

As computing becomes more central to people's life and work, computers become both targets and tools of crime. This Act serves to ensure that misuse of computers is an offense.

3.3 Prevention of Terrorism Act 2015

Is an anti-terrorism law which enables the authorities to detain terror suspects without trial for a period of two years.

3.4 Copyright Act (Amendment) 1997

Copyright serves to protect the expression of thoughts and ideas from unauthorized copying and/or alteration. With the convergence of Information and Communication Technologies (ICT), creative expression is now being captured and communicated in new forms (example: multimedia products, broadcast of movies over the Internet and cable TV). These new forms need protection.

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4.0 RESPONSIBILITY

All Users

5.0 IT POLICIES

- 5.1 All Users must comply with this SOP and all associated SOPS and all IT policies in place that govern IT and its Services. Whether all IT facilities are provided by PTSL or by third parties on behalf of PTSL. These include, but are not limited to:
- all devices, irrespective of ownership, when connected to the PTSL network or Wi-Fi service
 - all services run by Information Technology Services
 - all services run by other departments within PTSL
 - all services operated by third parties on behalf of PTSL including those services hosted by third party organisations
 - all facilities and systems operated by the PTSL Group.
- 5.2 Any use of IT Services and Systems which falls outside of these definitions is prohibited and may lead to PTSL disciplinary procedures being invoked, including suspension from use of all PTSL IT facilities for extended periods. Serious cases may lead to disciplinary action, up to and including dismissal and may expose you to court proceedings and criminal or civil liability. You will be held responsible for any claims brought against PTSL and any legal action to which PTSL is, or might be, exposed as a result of your unauthorised or inappropriate use.
- 5.3 Respect the copyright and intellectual property rights of all materials and software that are made available by PTSL, service providers or third parties.
- 5.4 Comply with the Personal Data Protection Policy, in particular the obligation to inform PTSL IT Manager of the loss of a sensitive information asset and comply with any Data Protection Legislation.
- 5.5 Comply with the Computer Crimes Act 1997 which makes computer misuse a criminal offence.
- 5.6 Take all reasonable precautions:
- To prevent the introduction of viruses, worms, Trojans or other harmful programs to any system, file or software

- Protect data from unauthorised access, alteration or deletion.

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- 5.7 Only use PTSL systems for PTSL related activities or reasonable personal use. Reasonable personal use is defined as incidental or occasional use which does not:
- disrupt or distract the individual from their work;
 - restrict the use of systems by other legitimate users;
 - involve illegal or antisocial activity;
 - add significantly to running costs; breach this Acceptable Use Policy.
- 5.8 Immediately return any PTSL owned Hardware or Software when requested to do so N.B. personal data held on PTSL devices may be returned to the user where it is possible to do so. PTSL does NOT guarantee that personal data will be returned in any defined timescale.
- 5.9 Users must not use material or programs in a way which is unlawful, defamatory or invades someone else's privacy.
- 5.10 Users must not process, publish, create, store, download, distribute or transmit material or data that is:
- Prohibited by Malaysian Law
 - Discriminatory or Defamatory
 - Harassing or threatening
 - Derogatory to any individual or group
 - Obscene or Pornographic
 - Engaged in any purpose that is illegal or contrary to
 - PTSL policy or business interests
 - Likely to bring PTSL into disrepute.
- 5.11 Users must not use PTSL computing facilities in such a way as to risk or cause loss of, damage to, or breach confidentiality of data or systems.
- 5.12 Users must not use computing facilities in such a way as to risk bringing PTSL into disrepute, including associating PTSL with external facilities or bodies that could bring PTSL into disrepute by association.
- 5.13 Users must not disclose their passwords to others, or use other users' accounts. Users will be held responsible for any misuse of IT facilities arising from disclosure of passwords to others.

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5.14 Users must not attempt to circumvent system access processes or attempt to access computer facilities at PTSL or elsewhere for which they do not have authorisation or facilitate unauthorised access by others.

5.15 Users must not attempt to circumvent or disable any or software or system (such as Antivirus, firewalls or intrusion detection) intended to protect systems or interfere, damage, destroy any systems or software provided by PTSL, or attempt to do so.

5.16 Users must not leave a PC unattended without first logging out or locking the screen.

5.17 In the event of suspected misuse of IT facilities, PTSL reserves the right to suspend user accounts and to inspect, monitor, copy or remove users' files if necessary. PTSL may also disconnect network services and prevent access to the facilities without notice while investigations proceed.

5.18 Any cases of misuse, abuse or discovery of any inappropriate content (Obscene, Pirated music or video etc.) must be immediately reported to the IT Services Help desk.

6.0 RECORDS

Records Type/Title	Retention Period

7.0 APPENDIX

Appendix 7.1: Process Flow of User Acceptable Use Of IT.

Process Flow of Acceptable Use Of IT

