



Arboricultural Contractors & Consultants

Specialists in the preservation and maintenance of trees

Access Hire | Grounds Maintenance | Tree Maintenance & Reports

Trem Y Dderwen, Llanedi, Pontarddulais, Swansea, SA4 0YT

IT Equipment & Acceptable Use Policy

The Arb Team & The Arb Team Training School

Effective Date: December 2025

Last Reviewed: December 2025

Applies To: All employees, subcontractors, trainers, assessors, and authorised users

1. Purpose

This policy sets out the rules governing the use of IT systems, equipment, software, mobile devices, email, internet access, and data storage used by The Arb Team and The Arb Team Training School.

It supports compliance with:

- UK GDPR
- Data Protection Act 2018
- Computer Misuse Act 1990
- Copyright, Designs and Patents Act 1988

This policy must be read in conjunction with our GDPR & Data Retention Policy.

2. Scope

This policy applies to:

- Company laptops, desktops, tablets, and mobile phones
- Personal devices used for company business (BYOD)
- Email systems
- Cloud storage platforms
- Training school digital records
- CCTV systems (where applicable)
- Social media used for company purposes

3. Acceptable Use of IT Equipment

Users must:

- Use company equipment primarily for business purposes
- Protect devices from theft, loss, or damage
- Lock screens when unattended
- Use strong passwords
- Follow secure data handling procedures
- Report security concerns immediately

Limited personal use is permitted provided it:

- Does not interfere with work
 - Is lawful
 - Does not compromise security
 - Does not incur significant cost
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4. Prohibited Use

The following is strictly prohibited:

- Accessing illegal, offensive, or inappropriate material
- Downloading unauthorised software
- Sharing login credentials
- Circumventing security controls
- Using company systems for personal business ventures
- Uploading training materials to personal accounts
- Storing candidate data on personal devices without encryption

Breaches may result in disciplinary action.

5. Password & Account Security

All users must:

- Use unique passwords (minimum 12 characters recommended)
- Not reuse passwords across business and personal accounts
- Enable multi-factor authentication where available
- Never share login credentials
- Change passwords immediately if compromise is suspected

Generic shared accounts should be avoided where possible.

6. Data Protection & GDPR Compliance

All staff handling client or training candidate data must:

- Access only data necessary for their role
- Store personal data only in approved systems
- Never transfer data via personal email accounts
- Use encrypted storage where required
- Secure paper records when not in use

Training School candidate records must only be stored on:

- Approved cloud systems
- Secure internal servers
- Encrypted company devices

Data must never be stored long-term on USB devices.

7. Use of Personal Devices (BYOD)

If personal devices are used for work purposes:



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- Devices must be password protected
- Devices must have up-to-date security software
- Company data must not be permanently stored locally
- Company reserves the right to request deletion of business data

The Arb Team reserves the right to restrict BYOD access where security risks exist.

8. Email & Communication Systems

Company email accounts must:

- Be used professionally at all times
- Not be used for offensive or inappropriate communication
- Not forward confidential information to unauthorised parties

All official training school communication must be sent via approved company accounts.

Email content may be monitored for:

- Security
- Legal compliance
- Business continuity

Monitoring will be proportionate and lawful.

9. Internet & Social Media Use

Staff must not:

- Post confidential company information
- Share candidate data
- Make defamatory comments about clients, candidates, or colleagues
- Represent personal views as official company views

Only authorised personnel may post from official company social media accounts.

10. Software & Licensing

Only authorised software may be installed on company devices.

Users must not:

- Download pirated software
- Install unlicensed applications
- Disable security updates

All systems must allow automatic updates where possible.

11. Remote Working Security

When working remotely:

- Avoid public Wi-Fi where possible
- Use VPN access if provided
- Ensure screens cannot be overlooked
- Do not print confidential documents at unsecured locations

Paper documents must be transported securely.

12. CCTV & Digital Recording Systems

Where CCTV or digital training recordings are used:

- Footage is stored securely
 - Access is restricted
 - Retention follows the GDPR policy (normally 30 days unless required for investigation)
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13. Monitoring

The Arb Team reserves the right to monitor:

- Email usage
- Internet access
- File storage
- System access logs

Monitoring will only occur where necessary for:

- Security
- Legal compliance
- Investigations
- Business continuity

All monitoring will comply with UK GDPR and ICO guidance.

14. Reporting Incidents

Users must immediately report:

- Lost or stolen devices
- Suspected phishing emails
- Data breaches
- Unauthorised access
- Malware or suspicious activity

Reports should be made to: admin@thearbteam.co.uk

Failure to report promptly may result in disciplinary action.

15. Equipment Return



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Upon termination of employment or contract:

- All equipment must be returned immediately
- All access credentials will be revoked
- Personal data must not be retained
- Any company data on personal devices must be deleted

Failure to return equipment may result in legal action.

16. Disciplinary Action

Breaches of this policy may result in:

- Formal warning
- Suspension
- Termination of contract
- Legal action where appropriate

Serious breaches involving data misuse may also be reported to the ICO.

17. Policy Review

This policy will be reviewed annually or following:

- Significant IT changes
 - Legal updates
 - Security incidents
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Staff Acknowledgement

All staff must sign to confirm they:



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- Have read and understood this policy
- Agree to comply with it
- Understand consequences of non-compliance