

Landscape Effects Group Data Security and Privacy Policy

Purpose: The purpose of this policy is to safeguard Landscape Effects Group’s confidential and proprietary information by establishing guidelines for data security and privacy. Compliance with this policy is mandatory for all team members.

Scope: This policy applies to all team members, contractors, and temporary staff at Landscape Effects Group. It encompasses all electronic data, documents, and information systems owned, leased, or managed by LFX.

Policy Statements:

1. Prohibition on External Storage Devices

- The use of USB drives, external hard drives, and other external storage devices without written permission from the IT department is strictly prohibited for storing or transferring any LFX data.
- Team Members are not permitted to connect personal storage devices to LFX computers or networks without written permission from the IT department.

2. Data Storage and Access

- All company documents and data must be stored exclusively on Landscape Effects Group’s OneDrive or SharePoint sites.
- Team Members must not download, copy, or transfer documents from OneDrive or SharePoint to personal devices or external storage media.

3. Data Handling and Transmission

- Team Members should use secure methods for data transmission, such as email or a public link to the OneDrive document in question.

4. Mobile Devices and Remote Access

- When accessing LFX data from mobile devices or remotely, team members must use company-approved secure access methods (Microsoft365 app, OneDrive app).

5. Incident Reporting

- Any suspected data breach, loss, or unauthorized access to LFX data must be reported immediately to the IT Department.
- Team Members are encouraged to report any suspicious activities or potential vulnerabilities related to data security.

6. Training and Awareness

- LFX will provide regular training on data security and privacy practices to ensure team members are aware of their responsibilities.
- Team Members are required to complete all assigned training sessions and stay informed about current data security policies.

7. Compliance and Enforcement

- Compliance with this policy is mandatory. Violations of this policy may result in disciplinary action, up to and including termination of employment.
- LFX reserves the right to monitor and audit compliance with this policy.

Date Created: June 21, 2024

For any questions or clarifications regarding this policy, please contact the IT Department.



LANDSCAPE EFFECTS

GROUP OF COMPANIES

Acknowledgement and Agreement

I acknowledge that I have read and understand the Data Security and Privacy Policy of Landscape Effects Group. Further, I agree to adhere to this Policy and will ensure that team members working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this Policy, I may face disciplinary action, up to and including termination of employment.

Name:

Signature:

Date:

Witness:
