

## Appendix: Declaration & Acknowledgment Form – Acceptable Use Policy

Employee Name: \_\_\_\_\_

Job Title / Department: \_\_\_\_\_

Manager: \_\_\_\_\_

Date: \_\_\_\_\_

I confirm that I have read, understood, and agree to comply with the requirements set out in the Enfield Council Acceptable Use Policy.

I understand that:

1. Compliance with this Policy is mandatory for all staff, contractors, agency workers, and third parties who access Council systems, information, devices, or networks.
2. Failure to adhere to this Policy may result in disciplinary action, withdrawal of access privileges, termination of contract, and/or potential legal action where applicable.
3. I must immediately report any actual or suspected security incident, loss or compromise of Council information, or misuse of Council IT resources in line with Council procedures.
4. I am responsible for ensuring that any device I use to access Council systems—whether Council-owned or personal—meets the required security standards.
5. I must not share passwords, allow unauthorised access, or engage in any activity that breaches information security, data protection, or confidentiality obligations.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager Signature (optional): \_\_\_\_\_

Date: \_\_\_\_\_