

## IT Basic Protection Manual, User Regulations

In the following, the user rules are described:

1. Do not use any IT systems or components without express permission. (1\*)
2. Do not attempt to access information if you do not know that you are authorized to do so.
3. Never modify information on IT systems if you do not know that you are authorized to do so.
4. Do not use IT systems for personal purposes. (4\*)
5. Do not leave unsecured IT systems unattended.
6. Check back regularly to see what you need to do as a user if you suspect that a computer virus has occurred. (6\*)
7. Keep your passwords confidential.
8. Do not reveal your passwords to anyone. If you are asked for your password by system administrators or others, refer them to the appropriate administrators. In very few cases your password is actually required for IT support. However, if you cannot avoid it, you should enter it yourself and supervise the work to be done.
9. Do not use passwords from other people.
10. Remember, you are responsible for everything that happens under your username and password.
11. Never click on links from unknown senders. Reading the e-mail usually leads to the conclusion that it is a hidden malware.
12. Always switch off the PC (end of work) when it is not needed.

(1\*) Certified programs are

- Windows 10
- Windows 7 (bis 2020)
- Adobe Photoshop
- Outlook 2013
- Corel Draw
- Adobe Lightroom
- WINSCP
- TeamViewer
- Acrobat Reader (Adobe)
- AntRenamer
- Open Office
- Virus protection ESET
- Snipping Tool of Windows
- Browser Firefox or Chrome
- Password Manager KeePass

Programs from property S. Thomas

- Uploader
- Admin-Program geofoto
- website features geofoto/delosfoto
- Backup of the Website at AWS

Internet-Server

- Website uses Ruby 2.5
- Database uses Linux

All other cloud services are explicitly prohibited.

(4\*) Also excluded are

All Messengers

Social Networks such as Xing, Facebook, Instagram usw.

Excluded is working on the company's Facebook page.

(6\*) Downloading executable programs is not permitted.

Downloading games is not permitted.