

Acceptable Use Policy (AUP) for external consultants and contractors

This policy defines acceptable use of Studsvik's IT systems, data, and equipment by external consultants and contractors. Its purpose is to protect Studsvik from security incidents, data loss, service disruption and legal or compliance issues. All users granted access to Studsvik must follow this policy.

Account & Access

- Your user account is personal.
- Access is limited to what is authorized and required for your assignment.
- Only Studsvik approved devices may access Studsvik systems unless otherwise authorized.
- Do not bypass security controls, elevate privileges or access systems not intended for you.

Data Handling

- Immediately report loss, theft or unauthorized disclosure of Studsvik data or equipment.
- Store all work data only in approved locations (SharePoint, OneDrive, file servers).
- Sensitive data must be encrypted in transit.
- Non-sensitive data may be transferred via USB only if necessary and antivirus-checked (datawash).

Equipment & Software

- Installing or using personal or unapproved software is prohibited.
- Do not install unapproved tools, browser extensions or cloud sync clients.
- Keep devices secure:
 - Never leave devices unattended; always lock your screen.

Monitoring & Security

- All data stored or transmitted within Studsvik systems is Studsvik property and may be monitored.
- Do not take actions intended to hide activity or data from IT, including:
 - Using unapproved encryption, private cloud services or anonymizing VPN tools.

External Services & Personal Devices

- Do not store Studsvik data in personal cloud accounts.
- Personal devices may connect to Studsvik systems only if explicitly approved.
- Do not upload Studsvik data to unapproved AI tools, online converters or external platforms.

End of assignment

- At the end of your engagement:
 - Return or securely delete all Studsvik data as instructed.
 - Do not retain any copies unless explicitly authorized in writing.
 - Your access credentials must no longer be used.

By signing you acknowledge you have read and understand the Acceptable Use Policy.

Date	Name	Personal identity number or Date of birth	Signature
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