

# TRANSPORTATION YOU CAN RELY ON

P38 – Software Installation Policy

01.08.2021

## P-38 Software Installation Policy

It is the policy of the company to ensure all software used by the organisation is effectively controlled to ensure only approved and secure software is in use, that licences are managed effectively and to avoid the risk from bad or malicious code or software.

No Software should be installed without approval. Software and other necessary updates or patches should be installed when requested. Any new software will be subject to review prior to installation to ensure the software is suitable and compatible with other systems.

Antivirus or other security software must never be removed or deactivated. Any issued with software including accidental installation of suspected malware must be reported.

Software installed on all devices will be subject to regular software auditing and all workers must assist with this process.

The following must be followed;

- No installation of software without approval;
- No unlicensed, pirated or cracked software to be installed;
- Any software found to be unsafe or incompatible that has been requested to be removed must be immediately removed from all devices;
- Any unsafe software that is removed must not be reinstalled;
- 'Free' or known adware software must never be installed;
- Operating system and other software must be patched and kept up to date.

Users must report any software any issues with software including any issues affecting performance or suspected information security breaches.

**Approved by:**



Damian McLanachan

Managing Director

McLanachan Transport

Date: 01.08.2021

McLanachan Transport Ltd  
2 Grays Road  
Green Elms Industrial Estate  
Uddingston  
G71 6ET  
T +44 (0)1698 813248  
Email [damian@mtltransport.com](mailto:damian@mtltransport.com)