Model ownership of information, data and software provision

The entire computer system and the voicemail system are the property of [the Company]. All information created, sent, or received via [the Company]’s computers, networks, Internet access, voicemail and/or email systems is the property of [the Company].

All information and data generated or gathered by a User, in the course of their employment and/or utilizing company owned assets, shall be the exclusive property of [the Company]. No information or data shall be transferred to, given to, or loaned to any other organization or outside individual except for those instances where it is in the approved course of business for [the Company] and with the express written authorization of an authorized manager.

• Any software or files downloaded via the Internet or uploaded from disk into [the Company]’s network become the property of [the Company]. Any such files or software may be used only in ways that are consistent with their licenses or copyrights and are required to facilitate [the Company]’s business. No employee may load software onto a company computer without authorization from Information Systems. Employees with Internet access may not upload any software licensed to [the Company] or data owned or licensed by [the Company] without prior permission.

• All software purchased by, licensed by, or created by [the Company] is the exclusive property of [the Company] and may not be transferred to, given to, or loaned to any other organization or outside individual without the express written authorization of [designate appropriate manager].