Software Licensing Policy

Version 2.6

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Prepared By

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Version	Date	Reviewed by	Approved By	Owner
1.0	12/06/08	Mr. Madhavaswamy	Mr. R.Kumar	ISM
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1. PURPOSE

The purpose of the Software Licensing Policy is to establish the rules for licensed software use on AEL Data Information Resources.

2. SCOPE

AEL Data Software Licensing Policy applies equally to all individuals that use AEL Data Information Resources.

3. ROLES AND RESPONSIBILITIES

All users using the AEL Data network and resources must adhere to this policy.

4. REFERENCE STATEMENTS

4.1. Only licensed copies of software are to be used on the AEL Data network.

4.2. Management must make appropriate arrangements with the involved vendor(s) for additional licensed copies if and when additional copies are needed for business activities.

4.3. Third party copyrighted information or software, that AEL Data does not have specific approval to store and/or use, must not be stored on AEL Data systems or networks. Systems administrators will remove such information and software unless the involved users can provide proof of authorization from the rightful owner(s).

4.4. Third party software in the possession of AEL Data must not be copied unless such copying is consistent with relevant license agreements and prior management approval of such copying has been obtained, or copies are being made for contingency planning purposes.

4.5. Shareware, freeware, adware are not to be installed on any production environment workstations, without written permission from IT & IS Head. However the R&D & Software team can install shareware, freeware & adware for their research purpose..

5. COMPLIANCE

5.1. Audits will be performed on a regular basis by authorized organizations/designated officers of AEL Data.

5.2. Audits will be managed in accordance with the Information Security Audit Procedure.

5.3. Every effort will be made to prevent audits from causing operational failures or disruptions.

6. EXCLUSIONS

There are no exclusions to the above guidelines

7. ENFORCEMENT

Any employee found to have violated this policy may be subject to disciplinary action as per HR & Admin Procedure.