# Key Issues

## Ownership

## Liability

## Security

## Privacy

# Ownership

## Computers:

## Desktops, laptops and handheld systems

## Network servers and hardware

## Software:

## Operating systems, network operating systems, applications and e-mail programs

## Data, including e-mail messages

# Liability

## Personal uses increase corporate liability:

### E-mail

### Web use

### Online shopping

### Instant messages

## Our policy:

### NO personal use of company-owned computer systems

# Security

## Viruses

## Hackers

## Malicious Web sites

## Trojan Horses and other malware

# Privacy

## Customer data

## Employee data

## Financial data

## Trade secrets