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Türkiye İsrافی Önleme Vakfı
Turkish Foundation for Waste Reduction



Information Technology Policy Turkish Grameen Microfinance Program (TGMP)

Aim

The aim of the policy is TGMP is to determine the principles with regard to the correct and efficient use of information resources.

Scope

This usage directive of TGMP covers that all users using information resources, services, computer and communication infrastructure must comply with all the principles in order to use these services in an effective and efficient manner.

Usage Principles of Computer, Network and Information Resources

Article 1 - It is essential that information technology resources are used for the production, processing, storage, protection and communication of information, which is essential for corporate activities and training activities, service delivery and administrative functions, of TGMP.

Article 2 - It is obliged that all units and all users that make information resources available and to take the necessary measures to comply with the usage policies of internet networks provided by TGMP,

Article 3 - TGMP users of information resources should protect the confidentiality and privacy of user information with the data transfer they perform over the network, take security measures according to their risk levels in order to minimize the threats against the source and make backups according to the criticality level.

Article 4 - The units that make TGMP information resources available ensure that the resources are used fairly and keep the information that can be evidence in cases concerning security, in order to identify the users of the resources.



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Article 5 - Units making use of TGMP information resources are deemed to have undertaken the responsibility for the use of these resources. In the event that resources are used inappropriately by a user affiliated to the unit or department, cooperation should be provided between the relevant unit or department management and the Directorate of Information Technology and Blockchain.

Article 6 - TGMP information resources are used within the framework of the rules and guidelines determined by the authorities authorized by the TGMP management, in a way that does not exceed the purpose of authorization and with appropriate authorization for every job to be done, cannot be changed or removed without authorization.

Article 7 - TGMP information resources are based on the usage rules and conditions (permission, reference condition, copyright, license terms, network usage rules, etc.) of any resources (software, hardware, network resources) created and hosted / used on these resources. used accordingly.

Article 8 - TGMP information resources cannot be used for the purpose of transferring or leasing the right of use directly or indirectly with a commercial nature and for income generation.

Article 9 - TGMP information resources aims to monitor, store, transfer and distribute information / data and / or traffic on the system or network, excessive bandwidth usage that would not allow others to use the line, Whether it is successful or not, it cannot be used to try to access another computer, network or user's information / data without the permission of the other party, to monitor, search and destroy this information, to obtain or disseminate access codes of users and to attack the network resource or service.

Article 10 - Departments or units are responsible for the entry and exit traffic created by users. It cannot use software that creates unnecessary traffic and prevents unhealthy operation in systems.



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Article 11 – When the Directorate of Information Technology and Blockchain detects a problem that may threaten the security or operation of the system, it cooperates quickly and soundly with the relevant department or unit management to identify the person or sub-unit. For this reason, department or unit managements should make documentation on users' connections, IP / MAC addresses, which socket on the network access device reaches which computer and keeps this information up-to-date.

Article 12 - TGMP information resources, in-house information resources (announcements, news, documents, etc.), in order to distribute unauthorized to third parties / organizations, TGMP and third parties / organizations information and resources (computer, computer network, software and services) in order to prevent unauthorized and / or unauthorized access, to prevent other users' right to use resources, to damage resources / to threaten the security of resources. No password given to users for the use of TGMP information resources can be given to third parties, and third parties cannot access TGMP information resources.

Article 13 - Without the knowledge of TGMP, no unit and user can make IP duplication behind a single computer within its own structure, and cannot connect many machines to the internet via a computer and assign IP to their computers.

Article 14 - TGMP Information Resources cannot be used to produce, host, transmit material contrary to general moral principles, to make political propaganda, and to send random and unwanted messages (SPAM messages). Users cannot use their e-mail account for commercial, political, religious, ethnic or profit purposes. Emails related to advertisement, promotion, announcement cannot be sent.

Article 15 - Units or departments cannot make arbitrary changes at both software and hardware levels on the cabling system, network access devices and other equipment that TGMP has set up and maintained in its branches. In case of such a requirement, it is provided by the relevant unit with the approval of the general directorate.

Article 16 - Users cannot keep documents that constitute a criminal offense and documents, software and materials that can destroy or damage computer and network security in portable



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and desktop computers and data storage devices belonging to the institution and / or individual within TGMP.

Rights, Authorities and Responsibilities Regarding the Use of Computer, Network and Information Resources

Article 17 - Software Copyright and License Policy

- a) It is one of the main priorities of TGMP to comply with the laws regarding copyright and patents and thus to protect and reinforce the intellectual rights. Users accept that they will use any information resources owned by TGMP within the framework of this priority.
- b) Software used within TGMP is acquired within the framework of license agreements. The liability and responsibility arising from the lack of license and / or licenses of other software used by TGMP employees belongs to them.
- c) Unless otherwise stated, users know and accept that all software is protected by copyright.
- d) Software in use within TGMP cannot be eliminated, except for backup application for protection purposes, users cannot take copies of licensed software.

Article 18 - Authority and Responsibilities Regarding Use

- a) In line with the main objectives of TGMP, offers information resources to its users and ensures the operability and continuity of these services.
- b) Users of the TGMP Information Resources can use the "User Code / Password" and / or IP (Internet Protocol) address allocated to them on TGMP servers, any activities they have created using TGMP Informatics Resources and / or they have on the TGMP Information Resources allocated to them. It is personally responsible for the content of any resource (document, document, software, etc.) and for providing the



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correct and complete information requested by the competent authorities about the use of the resource.

Enforcement and Sanctions

Article 19 - Users cannot keep documents that may constitute a legal crime and documents, software and materials that can destroy or damage computer and network security in desktop computers and data storage devices belonging to TGMP.

Article 20 - Situations where usage and user definitions are insufficient or not defined within the "Directorate of Information Technology Policies" document are evaluated by the general directorate authorities.

**TURKISH FOUNDATION FOR WASTE REDUCTION
MICROCREDIT CENTER**

(Turkish Grameen Microfinance Program)

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