

1 DIRECTIVE

1.01 For any single-licence software, the software may only be installed if the enterprise has available a separate licence not currently in use on any other computer.

1.02 For multiple-licence software with concurrent user restrictions installed on a host or server system, there must be controls on the number of concurrent users to match the licence agreement.

1.03 For an enterprise-wide software licence, distribution of the software must be limited to employees of the enterprise.

1.04 Copying licensed software for other than backup purpose is strictly forbidden, and all original and backup copies of installation media must be controlled to prevent unauthorized copying.

2 PURPOSE

2.01 The purpose of this Directive is to ensure that the enterprise fulfills its legal and contractual obligations regarding standard software licences.

3 SCOPE

3.01 This directive applies to all employees.

4 RESPONSIBILITY

4.01 All employees must verify that each installation of licensed software is in accordance with the software licence agreement with the software vendor.

5 DEFINITIONS

5.01 “**Software licence**” is an agreement between a software vendor and a user of the software that defines the conditions under which the user may use, copy, alter or distribute the software.

6 RELATED DIRECTIVES

OCIO IT 2.03 – Recording IT Assets