

Acceptable Use Policy

Voll Studios Ltd (trading as TPSClear), August 2026. Applies to every person with access to company systems; acknowledged in writing as a condition of access.

1. Scope

This policy applies to all personnel with access to Voll Studios Ltd systems, credentials, or data: currently the company director, and any future employee or contractor from their first day. External professional advisers hold no system access and are governed by their engagement terms.

2. Rules of use

1. Company systems, credentials, and data are used for company business only.
2. Credentials are individual and never shared. Multi-factor authentication stays enabled on every administrative account (hosting, database, billing, registrar, email, source control, CRM developer accounts).
3. Production access is limited to those who need it for their role. Secrets live in the platform's encrypted environment configuration, never in source control, chat, email, or documents.
4. Customer data (screened numbers, CRM identifiers, account details) is accessed only for service delivery and support, never copied to personal devices or unapproved services, and never entered into consumer AI applications. AI-assisted development tooling operates on source code only.
5. Devices used for company work have full-disk encryption, screen lock, and current OS security patches.
6. Suspected security incidents (lost device, credential exposure, unexpected account activity) are reported to the security contact immediately; where the reporter is the security contact, this means acting on them immediately under the incident response process in the security overview.
7. No attempt is made to bypass security controls, and software is installed from trusted sources only.

3. Enforcement

Breach of this policy by any future employee or contractor is grounds for withdrawal of access and disciplinary or contractual action. The director is accountable to the company under statutory directors' duties.

4. Acknowledgement

Acknowledged and adopted by Steffen Hoyemsvoll, director, Voll Studios Ltd, August 2026. Any future hire acknowledges this policy in writing at onboarding, before receiving access.