

Barbourne Brook Ltd

CAT360 Acceptable Use Policy

1. Purpose

This policy defines the permitted use of CAT360 by authorised users to ensure system integrity, client confidentiality and regulatory compliance.

2. Authorised Users

Access to CAT360 is restricted to:

- Barbourne Brook personnel.
- Approved contractors.
- Authorised external users (where applicable).

All access is subject to formal approval.

3. Permitted Use

Users may access CAT360 solely for legitimate business purposes relating to:

- Customs analytics to spot errors, overpayments and underpayments.
- Identifying and supporting reclaims and voluntary disclosures.
- Carrying out internal customs audits.
- Client service delivery.
- Reporting and operational activities within assigned roles.

4. User Responsibilities

All users must:

- Maintain confidentiality of login credentials.
- Protect client information at all times.
- Access only the data necessary for their role.
- Use secure methods when exporting or transmitting data.
- Report suspected security concerns immediately. AcceptableAcceptable

5. Prohibited Activities

Users must not:

- Share credentials.
- Attempt unauthorised access.
- Circumvent system controls.
- Download or extract data without authorisation.

- Introduce malicious software.
- Use CAT360 for personal or non-business purposes.
- Seek to reverse engineer or copy our solution.

6. Monitoring & Audit

System activity may be monitored and audited to:

- Maintain security.
- Detect misuse.
- Ensure regulatory compliance.

Monitoring is conducted in accordance with UK law.

7. Breach & Enforcement

Failure to comply may result in:

- Withdrawal of access.
- Contractual or disciplinary action.
- Legal remedies where appropriate.

Last reviewed 10/02/2026