Burslem Jubilee Project IT, Email & Internet Policy

Introduction And Scope Of Policy

The purpose of this policy is to set out the parameters of how staff and volunteers should use the information technology provided by BJP to carry out their role and the acceptable usage of the internet and emails for business purposes.

This policy covers all staff members employed by BJP and volunteers. The term "staff" in this policy should be taken to include volunteers who are also engaged in BJP's business.

The policy and related procedures does not form part of staff members' contractual rights. The contents may be subject to revision from time to time as well as the regular fundamental review.

The scope of policy includes:

- Staff and volunteers working on or off BJP's premises ("users").
- The use of any IT equipment including PCs, laptops, tablets, mobile phones and other electronic devices provided by BJP, or use of any software, accounts or licences provided by BJP.
- The use of staff or volunteer's personal IT equipment, including mobile phones, to deliver any part of a role on behalf of BJP.
- The use of the internet for the delivery of work related activity and for personal reasons when accessed through BJP's equipment.

Monitoring

The trustees have access to all BJP's user account, including personal drive space and email inboxes. This information would not be monitored in the normal course of work, but may be accessed or monitored if there is a concern around a misuse of IT, a potential breach of this policy or any other of BJP's policies or procedures; or as part of any other investigation held by BJP.

The the trustees and other members of the Management Team have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored on work systems. Staff and volunteers are advised not to store personal information on BJP's server, personal folders on charity equipment, or use BJP's email server for personal information, as this may be viewable by others.

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The Management Team may monitor internet usage (including internet history, sites visited and amount of time spent using the internet) if there is a concern about misuse or breach of this policy or any other of BJP's policies or procedures.

Passwords

Users must keep the credentials of any user account associated with BJP secret. This applies to any login credentials for software or hardware used within BJP.

All staff are required to change their user account password every 90 days.

If a member of staff or volunteer believes their password has become known to others they must change their password immediately and inform their manager or supervisor of this.

A list of each user account and associated login credentials will be retained by the Management Team to ensure access to all BJP's hardware and software is available in case of staff absence or other issue which affects access to information. In circumstances where access to another member of staff's account is required without that member of staff being present (e.g. when a member of staff is off sick) the trustees' prior permission must be sought.

Computer Usage

BJP's hardware is provided for business use only, whether on or off the premises.

Staff and volunteers must lock their computer if they are leaving their equipment unattended to prevent unauthorised use.

At the end of each day staff and volunteers must log out of their user accounts and PCs and laptops should be shut down and monitors turned off. This will save costs and reduce BJP's carbon footprint.

Staff and volunteers provided with portable hardware, including but not limited to, mobile phones, laptops and tablet computers, will be asked to sign the keepers register to confirm they have received the hardware provided to them and have read and understood this policy. The member of staff or volunteer detailed on the keepers register will be held responsible for ensuring this policy is adhered to in relation to the equipment.

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On leaving employment or engagement in BJP, users will be required to return all IT hardware assigned to them on the keepers register before their final working day.

Using IT Away From Office Locations

All charity hardware being used outside of BJP's premises must be kept secure and access restricted only to the authorised user(s).

When using IT equipment in a public place staff and volunteers must make all efforts to prevent sensitive or personal information being viewed by members of the public, and ensure, as far as possible, that any Wi-Fi network accessed is via a secure connection which is password protected.

IT equipment must never be left unattended in a public place. If equipment is left, lost or stolen outside BJP's premises, the member of staff responsible for that equipment should inform their manager immediately. Loss or damage of BJP's computer equipment due to user's negligence may result in disciplinary action.

Use Of Personal Equipment For Business Purposes

The use of personal IT equipment for the purposes of work must be authorised by the trustees. This includes the use of personal mobile phones, PCs or laptops for the sending and receiving of email.

The use of personal email accounts (e.g. Hotmail, gmail, yahoo) or cloud storage facilities (e.g. OneDrive, Google Drive) for work purposes is not allowed under any circumstances without prior approval of the trustees.

Document Storage

BJP recognizes that documents will sometimes have to be stored on the devices of staff and volunteers. These devices (PCs, laptops, phones, tablets &c) should be password protected by password, fingerprint or gesture. All documents should be sent to the trustees (info@burslemjubilee.org) so that copies can be kept and backed up. If staff and volunteer amend or create new documents then these should be sent to trustees.

Email

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Emails sent or received on the email system form part of the official records of BJP; they are not private property. BJP does not recognise any right of employees to impose restrictions on disclosure of emails within BJP. Emails may be disclosed under the Freedom of Information Act, as part of legal proceedings (e.g. tribunals), and as part of disciplinary proceedings.

When using charity email, users must:

- Ensure they do not disrupt BJP's wider it systems or cause an increase for significant resource demand in storage, capacity, speed or system performance e.g. By sending large attachment to a large number of internal recipients.
- Ensure they do not harm BJP's reputation, bring it into disrepute, incur liability on the part of BJP, or adversely impact on its image.
- Not seek to gain access to restricted areas of the network or engage in other "hacking activities"
- Must not use email for the creation, retention or distribution of disruptive or offensive messages, images, materials or software that include offensive or abusive comments about ethnicity or nationality, gender, disabilities, age, sexual orientation, appearance, religious beliefs and practices, political beliefs or social background. Employees or volunteers who receive emails with this content from others within BJP should report the matter to their line manager or supervisor.
- Not send email messages that might reasonably be considered by recipients to be bullying, harassing, abusive, malicious, discriminatory, defamatory, and libellous or contain illegal or offensive material, or foul language.
- Not upload, download, use, retain, distribute, or disseminate any images, text, materials, or software which might reasonably be considered indecent, obscene, pornographic, or illegal.
- Not engage in any activity that is likely to;
    - Corrupt or destroy other users' data or disrupt the work of other users
    - Waste staff effort or Charity resources, or engage in activities that serve to deny service to other users.
    - Be outside of the scope of normal work-related duties – for example, unauthorised selling/advertising of goods and services.
    - Affect or have the potential to affect the performance of, damage or overload BJP's system, network, and/or external communications in any way.
    - Be a breach of copyright or license provision with respect to both programs and data, including intellectual property rights.
- Not send chain letters or joke emails from a charity account.

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Staff who receive improper email from individuals inside or outside BJP, should discuss the matter in the first instance with their line manager or supervisor.

Personal use of BJP email is not permitted. The use of charity email accounts are for business use only. BJP's confidential information must not be shared outside of the organisation, without authorisation, at any time.

Keep in mind that BJP owns any communication sent via email or that is stored on charity equipment.

Text, MMS or third party messenger service messages sent or received via BJP's mobile phones will be treated the same way as emails. Staff and volunteers should be aware these messages may be subject to disclosure to others.

Internet Usage

Use of the internet by employees and volunteers is permitted and encouraged where such use is consistent with their work and with the goals and objectives of BJP in mind.

Internet use is permissible subject to the following:

- Users must not participate in any online activities that are likely to bring BJP into disrepute, create or transmit material that might be defamatory or incur liability on the part of BJP, or adversely impact on the image of BJP.
- Users must not visit, view or download any material from an internet site which contains illegal or inappropriate material. This includes, but is not limited to, pornography, obscene matter, race hate material, violence condoning messages, criminal skills, terrorism, cults, gambling and illegal drugs.
- Users must not knowingly introduce any form of computer virus into BJP's computer network.
- Personal use of the internet must not cause an increase for significant resource demand, e.g. storage, capacity, speed or degrade system performance.
- Users must not "hack into" unauthorised areas.
- Users must not download commercial software or any copyrighted materials belonging to third parties, unless such downloads are covered or permitted under a commercial agreement or other such licence.
- Users must not use the internet for personal financial gain.

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- Users must not use the Internet for illegal or criminal activities, such as, but not limited to, software and music piracy, terrorism, fraud, or the sale of illegal drugs.
- Users must not use the internet to send offensive or harassing material to other users.

Use of the internet for personal reasons (e.g. online banking, shopping, information surfing) is permissible but must be limited, reasonable and done only during non-work time such as lunch-time. Personal use of the internet is subject to the restrictions above.

Staff may face disciplinary action or other sanctions if they breach this policy and/ or bring embarrassment on BJP or bring it into disrepute.

If you produce, collect and/or process business-related information in the course of your work, the information remains the property of BJP. This includes such information stored on third-party websites such as webmail service providers and social networking sites, such as Facebook, Twitter and LinkedIn.

Sanctions And Breach Of Policy

Where it is believed that an employee has failed to comply with this policy, they will face BJP's disciplinary procedure. If the employee is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record.

Where a volunteer is found to be in breach of this policy then their volunteering with BJP may cease.

Where an employee or volunteer is aware of or suspects a breach of this policy this must be reported to the trustees for investigation.

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