

ICT

ACCEPTABLE

USAGE

POLICY

Policy Statement

This policy is designed to make clear the responsibilities of trustees and employees with regard to the use of Elifar Foundation Ltd (EFL) computer hardware and facilities.

Organisation of ICT usage

The organisation of ICT usage is the responsibility of Mrs Luchie Cawood.

Responsibilities for ICT usage

In relation to ICT usage Mrs Luchie Cawood is responsible for:

- ensuring that this acceptable use of ICT policy is made available to all trustees and employees both as a hard copy and also through the website
- putting systems in place to identify training needs
- recommending any improvements to ICT systems to ensure the security and safety of the network.

Responsibilities of Trustees and Employees

Trustees and employees have a responsibility, as part of EFL's ICT policy, to comply with the following usage policy:

- Trustees and employees are allowed to use EFL's equipment free. This includes laptops and palmtops provided for the use of one or more trustees or employees. It also includes the use of EFL's e-mail and website.
- Equipment provided on short-term or long-term loan to trustees or employees remains the property of EFL and must be available for inspection at all reasonable times.
- Trustees and employees should be aware that computers usually "leave a trail" of documents worked on, websites visited, e-mails sent/received and so on.
- It is imperative that trustees and employees protect their password(s) at all times. Trustees and employees must log off when they are leaving a computer, even for a short time, since the security of the internet depends on this.
- In no circumstances should trustees and employees access websites that are clearly inappropriate (eg those that could be considered pornographic, racist, sexist or otherwise offensive). It is possible to access such sites by accident, in which case an individual trustee or employee should consider reporting this to Mrs Luchie Cawood. Evidence of repeated visits to such sites, the downloading of materials from such sites and the use of search criteria (eg individual words) that might lead to such sites, will be treated as a serious matter.
- Trustees and employees should not send or circulate e-mails which are offensive.
- Trustees and employees are alerted to the fact that they should only download files from reliable sources. If in doubt, do not download and/or respond to e-mails from unknown sources.
- Trustees and employees should never knowingly expose the website or emails to risks, such as those from computer viruses or other malicious software or programs.
- Trustees and employees should remember that any materials downloaded for publication must include an acknowledgement of the source.
- All trustees and employees who use EFL's ICT resources must do so with reference to UK decency laws, including the Computer Misuse Act 1990, and should report any misuse that they find evidence of.

Use of portable computer systems, USB sticks or any other removable media

- All sensitive data, such as beneficiary or beneficiary's applicant details and reports should be stored on a password lockable storage device or password protected laptop.

Use of digital images

- Any photos, videos or digital images shared with the charity should not be put on public display or published anywhere on the internet (including social networking sites such as Facebook).
- The above excludes the publication of photos on EFL's website alongside other use by EFL if the trustees or employees obtain the written permission of the beneficiary or beneficiary's applicant.

Use of EFL hardware – laptops, cameras, recording equipment, etc.

- Use of EFL laptops or equipment is limited to activities directly related to EFL activity. They are not for personal use unless written permission of the trustees is given
- All data must be transferred to the EFL dropbox as soon as possible to ensure that data is saved and protected. Once copied to the dropbox any data must be deleted from any recording equipment.
- If travelling with these hardware items, and they contain information relating to beneficiaries or beneficiaries applicants, i.e. address details, photographs or reports, ensure that files are password protected.

Measurement and Review

EFL will establish and maintain programmes for the review of ICT usage at EFL.

Education and Training

It is important that education and training are seen as being part of the productive use of ICT equipment. This training can be formal or informal. Through training, ICT usage can be made more productive.

Confidentiality

EFL will have information about ICT usage (including access to the internet) but will not publish it without the written consent of the individual. Trustees and employees have a statutory right of access to their own records.

This does not preclude non-confidential records being reported to ensure EFL has a basis on which to take remedial measures, safeguards and decisions affecting its trustees and employees' interests.

Elifar Foundation Ltd ICT Code of Practice for Trustees and Employees

- Trustees and employees must recognise that it is not appropriate to discuss issues relating to beneficiaries or beneficiaries applicants or other trustees and employees via social networks.
- All sensitive data, such as beneficiaries or beneficiaries applicants details and report comments, should be stored on a lockable storage device or password protected laptop.
- Trustees and employees should NOT use their personal phones for taking photographs of beneficiaries.
- Any photos or videos taken during ANY EFL activity should not be put on public display or published anywhere on the internet (including social networking sites such as Facebook) unless the trustees have written permission to do so.

ELIFAR FOUNDATION LTD
POLICY DOCUMENT

- Use of EFL laptops and equipment is limited to activities directly related to EFL activity. They are not for personal use unless written permission is given by the trustees.
- All data must be transferred to EFL dropbox as soon as possible to ensure that data is saved and protected.

It should be understood by all trustees and employees that this Code of Practice is in place to protect trustees and employees from potential risk in their use of ICT in their everyday work.

I confirm that I have read and understood the Acceptable Use Policy for ICT and agree to abide by it.

Signed _____

Print _____

Date _____