

THEHALLGETINVOLVED

Information and Communication Technology Policy for THGI Ltd May 2013

This document covers the following areas:

- 1) **Policy**
- 2) **Guidelines on the use of ICT equipment, Internet and e-mail – see separate document**
- 3) **Appendices (Legal Compliance, Data Protection, Definitions, Agreement) – see separate document**

Note: this document may refer to equipment and services not provided by THGI for use by its officers and members. It has been written with the future in mind and is both a set of guidelines for how we use ICT today and also what we should bear in mind should we expand our ICT provision in the future. For example we may decide to offer internet access in the hall which could be used by officers/members and employees.

Peter Golton
May 2013

Part 1 – Policy

Introduction and Principles

1. THGI's communication facilities (ICT-Information Communications Technology) defined as Internet, THGI websites, Social Media, Email and Telecommunication, are provided to enable the organisations work to be carried out efficiently and effectively.
2. The policy exists to enable the organisation to safeguard and promote the proper use of THGI's communications facilities and gain the maximum value from the communication tools and alert them to the dangers that can arise to the organisation if the technology is misused. Contravention of this policy and guidelines may expose THGI to the risk of prosecution/legal action.
3. This policy and guidelines apply to anyone who uses THGI communications equipment (pcs, Internet, email, fax, telephone, mobile phones etc) and includes, all officers, members and employees of THGI.
4. All users of THGI equipment, internet, THGI websites, social media and e-mail facilities are responsible for using these facilities in an efficient, effective, lawful and ethical manner.
5. Users of the Communication facilities within THGI need to:
be aware of certain security considerations
understand the implications of non-compliance and
agree to abide by these Internet, THGI website, social media and e-mail Policy and Guidelines
6. THGI will adhere to the Data Protection Principles as set out in the Data Protection Act 1998. This will include registration with the Information Commissioner's Office (ICO)

Purpose of this policy - to:

- Protect THGI against liability for the actions of its workers (vicarious liability)
- Help educate users about the legal risks that they might inadvertently take
- Give clarity about who they should contact about any particular aspect of the policy and guidelines
- Notify users of any privacy expectations in their communications
- Prevent damage to systems and equipment
- Make clear what the internet and e-mail should be used for

Internet/e-mail and pc systems

THGI's computer system is maintained for carrying out THGI's business.

Internet Service Usage

1. The Internet may be used in support of THGI's aims and policies. Internet access should be primarily for:
 - conducting the business of the organisation including:
 - education-related purposes
 - researching relevant topics
 - obtaining useful information
 - to enable collaboration with others who have similar aims
2. It is the Management Committee's responsibility to ensure understanding and compliance by all users of THGI ICT equipment, internet, website, social media and e-mail facilities, with this policy and guidelines.

Employers Liability

THGI is responsible for users of the organisation's communications facilities activities when using the ICT systems e-mail and internet, examples include:

- Software used on our systems which have been illegally downloaded or is unlicensed
- Information on our website or in an e-mail can give rise to legal action against the organisation
- E-mails sent by employees which are defamatory or which breach confidentiality or contract

Equipment Safety

It is everybody's responsibility to look after the equipment they use, including printers, mice and key boards. There are some obvious points about looking after a computer but they are worth repeating.

- Do not allow food or drink near them. Liquids will obviously damage a computer and could result in an electric shock
- Do not fiddle with the equipment and never take the computer apart. Repairs and maintenance must be left to the IT support company
- Report any malfunctions immediately to IT support company
- Keep the screen clean and make sure you know how to alter the screen controls, i.e. brightness and contrast, so that it is adjusted correctly for you
- If you think that you may be better off with anti-glare filters, keyboard wrist rests, foot rests, etc., please discuss these Health & Safety issues with your manager /IT coordinator

Your health and safety is important. Always think about your working conditions and talk to your manager if you are experiencing any problems.

This Policy ICT Usage Guidelines will be issued to employees/volunteers and all employees/volunteers will have to sign to say they have read, understood and agree to abide by the policy and guidelines.

The 'Agreement' (Appendix 3) must be counter-signed by the Data Protection Officer and a copy will be kept by the THGI Secretary.
