

# BARNACK PARISH COUNCIL

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## INTERNET AND E-MAIL POLICY

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1. Barnack Parish Council encourages the use of both e-mail and the internet for legitimate Council purposes. It aims to maximise the use of these facilities for the Council whilst avoiding potentially serious pitfalls of misuse by Councillors and employees.
2. Both facilities allow users easy access to an extensive communications capability both internally and externally. However, they may also expose the Council, Councillors and its employees to highly visible and unprecedented risks. It is crucial therefore that usage of both e-mail and the internet are carefully managed to ensure the Council's image is protected and its liability limited. It is also of equal importance to ensure that its Councillors and employees are protected from any unauthorised use or abuse of these facilities.
3. Both e-mail and the Internet must be used only for legitimate Council purposes. These facilities must not be used to seek, retrieve, display, download or circulate electronically to others, information (including graphics) which is indecent, profane, subversive, criminal or which may constitute an act of discrimination including harassment of another Councillor, employee, supplier or member of the public
4. Any harassment by e-mail will be dealt with according to the Council's Equal Opportunity Policy and will constitute an offence of gross misconduct.
5. Nothing that a Councillor or employee would not be prepared to write in a proper memo should be included in an e-mail.
6. Councillors or employees may not send e-mail from another Councillor's or employee's PC under that employee's log-on password without the prior consent of that Councillor or employee.
7. All information and data contained on or accessed via the Council's systems remain the property of the Council.
8. The Council reserves the right to monitor the use of both the e-mail and internet facilities and as such employees should have no expectation of privacy in anything they create, store, send or receive on either system.
9. Security in respect of the use of the systems and facilities is paramount. The Council's confidentiality clause as contained in the employee's Contract of Employment applies equally to the use of these systems and facilities. It is the responsibility of each employee to ensure that they take all necessary steps to secure their systems by the use of passwords, not sharing passwords or by not changing their password when instructed to do so.
10. Non-compliance of any of the terms of this Policy will result in the employee being subject to the Council's Disciplinary Procedure.