

# Computer, Email & Internet Usage Policy

2.3

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## Version Control

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## 1. INTRODUCTION

- The Southern Hampshire Primary Care Alliance's computers and IT network are invaluable resources which must be used appropriately
- The internet offers access to almost infinite sources of information
- Email offers a fast, inexpensive and convenient way to communicate both inside and outside the Alliance
- The Alliance wishes to ensure that these resources are used responsibly and productively

## 2. APPLICABILITY

The policy applies to all employees and Directors, and also applies to other people who work at the Alliance or in Alliance provided services. e.g. self-employed staff, temporary staff and contractors and who have access to the Alliance's computer systems.

## 3. THE POLICY

### a) Access to and use of computers

- You must keep your username/password confidential; you must not divulge these to anyone. A lost or forgotten username or password must be reported the manager.
- If you think your username/password may be known to someone else, notify your line Manager immediately
- It is illegal under the Computer Misuse Act ('the Act') to steal or guess someone's username/password and to use this information to access, modify or delete data which you are not authorised to access, or to alter settings on a computer or otherwise affect its operation. It is also an offence under the Act to use someone's username/password to access a computer through which to commit other illegal acts such as 'hacking' into someone's bank account and stealing funds. Offences under the Act carry penalties of imprisonment and/or a fine.
- If you are suspected of any such offences the Southern Hampshire Primary Care Alliance's Disciplinary Procedure will be invoked. If after investigation it becomes apparent that you have offended under terms of the Act, prosecutions may be brought

### b) The internet

- All staff are granted access to the internet.
- Internet access to be solely for business use
- You must not create personal web pages or web logs ('blogs') using Alliance time and resources
- You must not visit social networking websites such as (but not limited to) Facebook, MySpace, Bebo, Twitter, YouTube
- You must not surf for or download unsuitable (especially pornographic) material
- Suitable anti-spyware, adware, anti-phishing, worm, trojan and any other appropriate protection software must be kept up to date and not circumvented
- You must not engage in activities of questionable legality (e.g. gambling)
- The web site will be managed by the business support manager
- Any material downloaded from the internet must be checked for viruses

- Any copyright, licence or usage terms on material or software downloaded from the internet must be observed
- Any licence or usage fees due on material or software downloaded from the internet must be paid (prior authorisation for the expenditure must be obtained)
- The Alliance must not be committed to any purchases over the internet unless authorised by the General Manager.
- Secure transactions must be used for any purchases over the internet
- Internet usage may be monitored to ensure compliance with the Policy
- Penalties for mis-use include withdrawal of access and if necessary the implementation of the appropriate policy for Harassment or Discrimination offences or the Alliance's Disciplinary Procedure
- If, in your own time, you create your own blog or place information on social networking sites, You Tube, or any other publicly available location on the internet, it will be a disciplinary matter if you make any direct or indirect reference to the Alliance or your employment at the Alliance or work within Alliance Services (e.g. GP Extended Access).

### c) Email

- All staff are granted use of email including an NHS.net account, the NHS.net account should be used at all times.
- Usage of external email (i.e. email over the internet or NHSnet) to be solely for business purposes
- Incoming emails and any attachments must be checked for viruses/automatic virus checking must not be circumvented. Antivirus software must be kept up to date
- Emails (both internal and external) must not contain unsuitable information or attachments e.g. defamatory/discriminatory/bullying/harassing material or comments
- All emails sent externally must include a standard disclaimer (*an example is shown below*)
- Any confidential information (especially patient identifiable information) sent in an email must be encrypted
- You must not reveal or publicise confidential or proprietary information about the Alliance
- You must not represent personal opinions as those of the Alliance
- Care must be taken in addressing emails (especially when using 'copies to', address books and distribution lists) to ensure that emails are sent only to the intended recipients
- You must not access, change, or use another person's username/password/email account or files for which you do not have explicit authorisation. If you are asked to check someone else's email (e.g. when that person is on holiday or off sick), this must be authorised by the General Manager
- Email usage and content may be monitored to ensure compliance with the Policy
- Penalties for mis-use include withdrawal of access and if necessary, the implementation of the appropriate policy for Harassment or Discrimination or the Alliance's Disciplinary Procedure

## 4. EMAIL DISCLAIMER

The following disclaimer must be appended to every external email sent from the Alliance.

### E-MAIL DISCLAIMER - IMPORTANT INFORMATION

The contents of this e-mail are confidential and protected by copyright. The email is intended for the named addressee only. If you are not the named addressee (or a person acting on behalf of and with the authority of the addressee) and have received this e-mail by mistake any copying, disclosure or dissemination of the contents of this e-mail to any third party is strictly forbidden by the sender. If you have received this e-mail in error, please contact the sender immediately by return of e-mail (*xxx@xxxxx.xxx.xx*) and then delete this e-mail and destroy any copies thereof. Please also note that the Southern Hampshire Primary Care Alliance endeavours at all times to keep its network free of viruses. You should, however, scan this e-mail and any attachments to it for any viruses. Southern Hampshire Primary Care Alliance will not be held responsible for any viruses which may be transmitted upon receipt of this e-mail or the opening of any attachment thereto. Unless otherwise stated, any views or opinions presented are solely those of the author and do not necessarily represent those of The Southern Hampshire Primary Care Alliance. Emails may be monitored.

I have read and agree to comply with the Southern Hampshire Primary Care Alliance Computer, email and internet usage policy.

Name:

Position:

Signed:

Dated: