

## Document Control Sheet

<b>Document title</b>	Acceptable Use Policy
<b>Summary of purpose</b>	We must act appropriately with the information we obtain and hold, and with the systems we use and access. How you use our systems, telephony, email and intranet is important for our reputation and the trust of our customers.
<b>Prepared by</b>	ICT
<b>Status</b>	Final
<b>Version number</b>	V7.2
<b>Approved by</b>	
<b>Date of implementation</b>	1 March 2020
<b>Review frequency</b>	3 Years
<b>Next review date</b>	1 March 2023
<b>Circulation</b>	All Staff via E learning and Intranet
<b>Published on the Council's website</b>	No internal policy only

**Validity Statement**

This document is due for review by the date shown above, after which it may become invalid. Users of the strategy or policy should ensure that they are consulting the currently valid version of the document.



# Acceptable Use Policy

## FURTHER INFORMATION

### CONTEXT:

We must act appropriately with the information we obtain and hold, and with the systems we use and access. How you use our systems, telephony, email and intranet is important for our reputation and the trust of our customers.

Also see  
Information  
Security Policy

Contact: Senior  
ICT Specialist To  
report faults,

### APPLICATION OF POLICY:

Everyone who uses information and communications technology this organisation provides (or technology under any ownership used in the course of the business of this organisation) must be aware of these policy statements and the obligations it places upon them. Maldon District Council commits to informing all employees, members, voluntary workers, agency staff, contractors and other third parties of their obligations before they are authorised to access systems and information and **subsequently** at regular intervals. Other organisations, and their users, granted access to technology managed by our organisation must abide by this policy. All those who access information and communications technology may be held personally responsible for any loss or misuse.

Contact: The ICT  
team on 01621  
854477 To report  
a virus or  
malware,

Contact: The ICT  
team on 01621  
854477 In the  
event of a  
password  
breach, or  
suspected  
breach,

### OBLIGATIONS:

- You must not install, access or modify applications, systems or data without the correct authorisation from IT.
- You must maintain the security of information as defined in the Information Security Policy.
- You must not access or interfere with other people's email without their permission, or in their absence, the authorisation of their line manager.
- You must not participate in unlawful, libellous, immoral or offensive activities, including accessing, downloading, storing, creating, copying or disseminating offensive material. This includes, but is not limited to, material of a pornographic, sexual, violent, criminal, racist, sexist or otherwise discriminatory nature. Further, you must not use our systems to perpetrate any form of fraud or piracy.
- You must not publish a website, or any content on a website or social media platform, that could bring the organisation into disrepute. This includes publishing defamatory or knowingly false material about the organisation, colleagues or customers in any online publishing format.
- You must not disclose your password to anyone or ask anyone else for their password. If you suspect your password has become known to anyone else, change it immediately and report it to the Information Security Manager.

Contact: Senior  
ICT Specialist,  
who acts as the  
Information  
Security  
Manager for  
MDC.

- Only subscribe to services with your professional email address when representing the organisation.
- Our facilities and identity must not be used for commercial purposes outside the authority or remit of this organisation, or for personal financial gain.
- You must not attempt to disable or bypass anti-virus, malware or other security protection, and you should take care not to introduce viruses or malware. If you discover a virus or malware, you must notify ICT immediately.
- You must only use software that is appropriately licensed and materials which are not copyrighted, or for which you have been granted use.
- You must only use council data for the purpose it was obtained and not to benefit yourself, a family member or friend
- If you receive or view email or other content not intended for you, protect its confidentiality.
- Take care when replying or forwarding to ensure that only relevant parties are included.
- Report faults with information and communications technology and co-operate with fault diagnosis and resolution.
- If you use our technology or our internet provision for personal use, the organisation takes no responsibility for the security of your personal information. It is recommended you do not carry out personal financial transactions.

#### MONITORING:

The organisation maintains the right to examine any system or device used in the course of our business, and to inspect any data held there. To ensure compliance with this policy, the volume of internet and network traffic, and the use and content of emails and visited internet sites, may be monitored. Specific content will not be monitored unless there is suspicion of improper use.