



## **2.5 Information Technology (IT) Policy**

### **1.1 Users and Resource Management**

Approved users of The Bumblebee Children's Charity Network are entrusted with a portion of the technical resources that make up the computer network infrastructure. Such resources include:

- a PC or laptop with application software such as MS Office;
- access to the Internet;
- access to and use of electronic storage space on the networked file server;
- access to the network for remote workers (when available) by means of a secure password

### **1.2 IT Security Policy**

The Bumblebee policy is founded on the following principles:

- The Bumblebee Children's Charity will adhere to the highest standards of Donor and commercial confidentiality.
- Only authorised users may use the IT facilities of The Bumblebee Children's Charity.
- These users may be full- or part-time staff or volunteers.
- The Bumblebee Children's Charity's staff and volunteers have a duty to prevent virus introduction into the Bumblebee IT systems.
- Only authorised software may be loaded onto The Bumblebee Children's Charity computer/data network.
- Network and database passwords must remain confidential.
- A PC or monitor must never be left unattended when the office is unmanned unless the user has logged out or locked their screen using the CTRL ALT DEL and selected the Lock Computer Function.
- Breaches of confidentiality and security protocols may result in your access to a PC or the network being suspended or revoked. This could also lead to disciplinary action.
- The sharing, duplication, creation, retrieval, use or storage of material not relating to Bumblebee Children's Charity business is prohibited. Such items include:
  - any multimedia files such as sound or video not related to The Bumblebee Children's Charity business;
  - Copyright material - unless written permission from the copyright holder is acquired to duplicate any copyrighted material, including, but not limited to, the duplication of music, video, photographs, illustrations and computer software.
- Limited personal use of IT resources such as Internet E-mail and Web browsing access is tolerated, but only with express permission from the Principal and only outside of contracted hours of work (i.e. in staff's own time). It is not considered a right of the employee. Staff may be disciplined for unauthorised use. Personal use of IT resources must not impact on an employee's productivity or the quality of IT Resources to others.



### 1.3 Login ID and password

#### 1.3.1 **Guidance for all staff and volunteers**

- Do not use familiar information as passwords, like your home or work telephone number, name or birth date, for example.
- Use at least 8 characters and mix numbers and letters.
- Do not disclose passwords to any third party.
- Change your password regularly.
- Change your password immediately if you suspect that someone else knows your password.
- Do not attempt to bypass IT security measures, or disclose any information that may allow someone else to do so.

#### 1.3.2 **Security software installed on PC's**

1.3.3 This is a piece of software, installed on all PCs connected to The Bumblebee Children's Charity Computer network, that is able to scan, detect and remove most viruses from USB's and downloaded Internet, E-mail, and CD ROM files. It is automatically updated from the internet. All downloaded files from the internet and external E-mail are checked for viruses before they are opened. This is important to The Bumblebee Children's Charity in two main ways:

- to prevent computer viruses, from infecting The Bumblebee Children's Charity computer network and destroying or compromising the data held within it;
- to prevent viruses spreading to other organisations.
- Please contact the Principal immediately if you find a virus on your machine.

### 1.4 **Email - Conditions of use**

The E-mail system should be used by employees for the conduct of The Bumblebee Children's Charity business.

E-mail contents are actionable by law and reflect the image of the organisation. The same care therefore should be taken as with a letter on The Bumblebee Children's Charity official stationery.

The propagation of chain letters, hoax messages, virus warnings and other bulk E-mail communications internally or externally is strictly prohibited.

No user may, under any circumstances, use IT resources to libel, slander, or harass any party, including potentially libellous or defamatory comments concerning any party, in electronic correspondence regardless of recipient.

Views or opinions expressed in E-mail, Internet postings or any other form of electronic publication or communication must be indicated to be that of the individual and not representative of The Bumblebee Children's Charity.

Users must comply with the laws in relation to discrimination and should adhere to The Bumblebee Children's Charity's Equal Opportunities policy.

If the email is of a mailing form to many people, please ensure you use the BCC (Blind carbon copy) function so that email addresses of the unattended recipient remain private.



### 1.5 Confidentiality statement

All external E-mail sent from the Bumblebee Children's Charity will contain the following paragraph:

*This message, and any file(s) transmitted with it are confidential and are intended only for the person(s) to whom they have been addressed by the sender. This message may contain confidential and/or privileged material. If you are not the intended recipient of this message, or if you believe it was transmitted to you in error, you are required to delete the message and any copies of it, and to notify the sender immediately. Any unauthorised disclosure, copying, distribution, or printing of this message or accompanying files, or unauthorised use of any information contained therein, by anyone other than the intended recipient(s) is prohibited and may be unlawful.*

*Any views expressed in this message or in any file(s) transmitted with it are those of the author, and may not necessarily represent the views of Bumblebee Children's Charity*

This Policy was adopted by the Bumblebee Children's Charity on

Signed on behalf of the Management Committee

September 2015.....

September 2016.....

September 2017.....

September 2018.....

Name of signatory

Role of signatory