

Report of	Meeting	Date
Corporate Director of Governance (Introduced by Executive Member for Resources)	Executive Cabinet	7 January 2010

E-MAIL, INTERNET AND TELEPHONE ACCEPTABLE USE POLICY

PURPOSE OF REPORT

To secure approval to new policies for Members and Officers acceptable usage of the Council's computer and telephony systems

RECOMMENDATION(S)

1. That the revised policies referred to in the report be adopted.

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

2. The Council's existing acceptable use policy is several years old and no longer reflects best practice.

CORPORATE PRIORITIES

3. This report relates to the following Strategic Objectives:

Put Chorley at the heart of regional economic development in the Central Lancashire sub-region		Develop local solutions to climate change.	
Improving equality of opportunity and life chances		Develop the Character and feel of Chorley as a good place to live	
Involving people in their communities		Ensure Chorley Borough Council is a performing organization	✓

4. BACKGROUND

- 4.1 Every user of the Council's IT and telephony systems signs up to an acceptable use policy. The current policy is several years old, it has not kept pace with changes in technology, changes in legal requirements and changes in best practice. It is therefore due for review.

- 4.2 Members will also be aware of the increased emphasis placed on security in recent times. A robust, up to date usage policy is a defined criterion for approval to use the GovConnect network connection which provides the Council with a secure communication channel with other Councils and government agencies such as the DWP, Police and NHS etc.
- 4.3 Acceptable use policies need to apply to every user. However, it is accepted that the requirements for elected Members are slightly different from those expected of staff. For that reason two policies have been prepared. The policies are in most respects identical but they recognise the fact that:
- Breaches of the policy by staff may result in disciplinary action whereas breaches by Members may give rise to Code of Conduct issues.
 - It is unacceptable for staff to use the systems for political purposes whereas for Members some such use is integral to the proper running of the Council e.g. use for communication within political groups. Other uses though would be unacceptable e.g. using the mail system for mass mailings in support of a campaign.
 - References to being “clocked off” are only relevant to staff
- 4.4 The policy attached to this report is the proposed Members’ version. The Officers’ version is available on theloop, or on request from Democratic Services.
- 4.5 Both policies:
- Set out general rules for the acceptable use of the systems
 - Point out that the way the facilities are used reflects on the Council and can commit the Council legally
 - Remind us of our responsibilities to handle personal and sensitive information properly and that customers’/constituents’ e-mail addresses themselves may be personal information
 - Requires users to contact IT services before sending confidential or sensitive information via email
 - Describes how and when personal use of e-mail, Internet and telephones is permissible
 - Require us to remove personal e-mail from the Council’s systems
 - Prohibit private use of Council provided mobile phones (where the facility to have a private Line 2 is available)
 - Prohibit the use of Council e-mail addresses on public websites for non business purposes e.g. for shopping
 - Make the link between the policy and the Information Security Framework
- 4.5 The Standards Committee have been consulted on and support the introduction of the policies. Likewise staff have been consulted through the “Staff Matters” group and various comments made have been used to improve on earlier drafts.

IMPLICATIONS OF REPORT

12. This report has implications in the following areas and the relevant Corporate Directors’ comments are included:

Finance		Customer Services	
Human Resources	✓	Equality and Diversity	
Legal	✓	No significant implications in this area	

COMMENTS OF CORPORATE DIRECTOR (HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT)

13. As detailed within Paragraph 4.3, breaches by Officers of the Acceptable Use Policy, may Result in disciplinary action being taken against an individual or group of individuals. There be also be situations where concerns are raised and this necessitates monitoring of individual users which would be undertaken in accordance with relevant legislation, including the RIPA legislation.

ANDREW DOCHERTY CORPORATE DIRECTOR GOVERNANCE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
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