



Information Technology Policy

Acceptable Internet Use Policy

Use of the internet by staff/volunteers of Leeds West Indian Carnival is permitted and encouraged where such use supports the goals and objectives of the business.

However, Leeds West Indian Carnival has a policy for the use of the internet whereby staff/volunteers must ensure that they:

- comply with current legislation
- use the internet in an acceptable way
- do not create unnecessary business risk to the Leeds West Indian Carnival by their misuse of the internet

Unacceptable behaviour

In particular the following is deemed unacceptable:

- visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material
- using the computer to perpetrate any form of fraud, or software, film or music piracy
- using the internet to send offensive or harassing material to other users
- downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence
- hacking into unauthorised areas
- publishing defamatory and/or knowingly false material about Leeds West Indian Carnival, your colleagues and/or our customers on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format
- revealing confidential information about Leeds West Indian Carnival in a personal online posting, upload or transmission - including financial information and information relating to our customers, business plans, policies, staff and/or internal discussions
- undertaking deliberate activities that waste staff effort or networked resources
- introducing any form of malicious software into the corporate network

Leeds West Indian Carnival-owned information held on third-party websites

If you produce, collect and/or process business-related information in the course of your work, the information remains the property of Leeds West Indian Carnival. This includes such information stored on third-party websites such as webmail service providers and social networking sites, such as Facebook and LinkedIn.

Acceptable Email Use Policy

Use of email by staff/volunteers of is permitted and encouraged where such use supports the goals and objectives of Leeds West Indian Carnival.

However, Leeds West Indian Carnival has a policy for the use of email whereby you must ensure that you:



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- comply with current legislation
- use email in an acceptable way
- do not create unnecessary business risk to the Leeds West Indian Carnival by their misuse of the internet

Unacceptable behaviour

The following behaviour is considered unacceptable:

- use of Leeds West Indian Carnival communications systems to set up personal businesses or send chain letters
- forwarding of Leeds West Indian Carnival confidential messages to external locations
- distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal
- distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment
- accessing copyrighted information in a way that violates the copyright
- breaking into the Leeds West Indian Carnival's or another organisation's system or unauthorised use of a password/mailbox
- broadcasting unsolicited personal views on social, political, religious or other non-business related matters
- transmitting unsolicited commercial or advertising material
- undertaking deliberate activities that waste staff effort or networked resources
- introducing any form of computer virus or malware into the corporate network

Monitoring

Leeds West Indian Carnival accepts that the use of the internet and email is a valuable business tool. However, misuse of these facilities can have a negative impact upon staff and volunteers productivity and the reputation of Leeds West Indian Carnival.

In addition, all of the Leeds West Indian Carnival's internet and email related resources are provided for business purposes. Therefore, the Leeds West Indian Carnival maintains the right to monitor the volume of internet and network traffic, together with the internet sites visited. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

Sanctions

Where it is believed that any member of staff/volunteer has failed to comply with this policy, they will face the Leeds West Indian Carnival's disciplinary procedure. If they are found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the staff/volunteer's disciplinary record.

Agreement

All staff and volunteers, contractors or temporary staff who have been granted the right to use the Leeds West Indian Carnival's internet and email access are required to sign this agreement confirming their understanding and acceptance of this policy.



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Date	Dec 2020
Originator	Stuart Bailey
Approved by	NC
Reviewed/revised	
Date:	Dec 2021 -SB
Date:	
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