



## **Information and Communication Technology (ICT)**

### **1. Introduction**

BowlsWales recognises that encouraging our staff and representatives to make full use of computer systems, including email and internet facilities, Facebook, Twitter and other social media is extremely important if we are to maximise the benefits which can be achieved through the use of modern ICT facilities. However, inappropriate use of the BowlsWales email, Facebook, Twitter and internet facilities could result in legal action being taken against us and/or any representatives involved.

Examples of possible claims which could be brought include copyright infringement, defamation, racial, sexual and/or other forms of harassment, offences under the Obscene Publications Act and offences under the Computer Misuse Act. In addition, downloading material from the Internet, using disks, transferring files and even the use of email can cause serious damage to a computer system whether by introducing viruses, deleting files, corrupting data, causing system crashes or overloading resources.

BowlsWales has therefore introduced this policy in order to inform you of your obligations with regard to ICT, and this policy applies to all key volunteers, as well as any other individuals using BowlsWales' ICT systems. It is important that you read and understand the information contained in this policy and procedure so that you are aware of the BowlsWales regulations for use of information systems and the required professional conduct using any social media.

If you breach this policy, the matter will be dealt with within the context of BowlsWales Disciplinary Procedure. Each case will be considered on its merits and, if sufficiently serious, may constitute gross misconduct resulting in summary dismissal if an employee/representative is involved. If you have any questions about this policy or wish to raise any comments, or if you become aware of any breaches of this policy, you should notify the General Manager immediately.

### **2. Policy**

When using the BowlsWales email, social media or computer systems, individuals have a responsibility to use BowlsWales' systems in a professional, lawful, and ethical manner, ensuring compliance with all other BowlsWales (particularly Child Protection and Data Management) policies so that all Information Communication and

Technology (ICT) facilities, services, programs and data are protected from threats, whether internal or external to the organisation, deliberate or accidental.

### **3. Security**

You are responsible for the security of your PC and/or laptop/other equipment at all times, whether it is the property of BowlsWales or your own. The contents of all documents, files and email communications about BowlsWales on your PC and/or laptop/other equipment are the property of BowlsWales.

You must not allow your PC and/or laptop/other equipment, if owned/leased by BowlsWales to be used by any unauthorised persons, including members of your family.

When leaving equipment unattended, you must ensure that you either switch it off, log off or lock it to prevent unauthorised access in your absence. You must keep any personal passwords to access BowlsWales data confidential and not disclose it to anyone, including any of your colleagues/family.

You must not ask any of your colleagues to give you their passwords, nor must you try to or actually access the BowlsWales system using any other person's password.

### **4. Email**

The use of email offers great advantage to BowlsWales by enabling communication quickly. However, email messages can give rise to legal action against BowlsWales and could be presented as evidence in any such legal action. It is therefore vital for email messages to be treated like any other form of correspondence. BowlsWales will not tolerate the use of email or social media to create a hostile or offensive environment based on gender, colour, race, nationality, ethnic or national origin, culture, religion, sexual orientation, age, disability, any other personal characteristic or any other reason.

Binding contracts can be formed by email even though it may appear informal, but you must take care not to enter contractual obligations without the usual care and attention to detail necessary to protect the BowlsWales' interests. Confidential Information should not be included in emails (NB confidential information includes any information which is not available to the general public which would damage the BowlsWales' reputation if it became known).

### **5. Laptops and other portable devices**

The increasing use of portable computers and storage devices has generated extra security risks which need to be reduced by simple measures including care of use to prevent others seeing information they should not see and in particular not leaving equipment unattended where it could be accessed or stolen.

## **6. System updates. virus Protection and Back-Up**

It is important to maintain up to date anti-virus software and operating system updates on any computer or portable device that holds BowlsWales information. Likewise, it is vital that regular back-ups of data are undertaken to ensure that system failure, theft, or any other reason would not result in the loss of BowlsWales information. External hard drives or secure cloud-based options should be used.

## **7. Leaving BowlsWales**

When a member of staff or representative leaves their BowlsWales position, all equipment owned by BowlsWales, as well as all data and information held (including back-ups) must be returned to BowlsWales as soon as reasonably practicable. If duplicate data already exists that is accessible to BowlsWales the individual is required to delete all copies from his personal equipment immediately and confirm the action has been completed to the General Manager. If the General Manager leaves, they must confirm the action with the Chair of the Board.

## **8. Revision of Policy and Procedures**

BowlsWales reserves the right to amend this policy from time to time for any reason, including without limitation, to take account of changes in the law, best practice and/or other requirements. Every effort will be made to advise users of any changes agreed.

### **Further Help and Guidance**

Additional information may be found at the UK Safer Internet Centre's Professional Online Safety Helpline which offers advice and guidance around e-Safety for professionals who work with children and young people in the UK. The helpline provides support with all aspects of digital and online issues such as social networking sites, cyber-bullying, sexting, online gaming and child protection.

Contact the helpline 0844 381 4772 or visit [www.saferinternet.org.uk/helpline](http://www.saferinternet.org.uk/helpline) for more information.

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