

## **INFORMATION TECHNOLOGY POLICY**

Facilities and equipment made available by Chrysalis Arts Development Ltd (CAD) should be used primarily for CAD business. Occasional personal use is permitted provided that it does not interfere with CAD work and conforms to this policy.

No statements must be made, or activity conducted, which would be capable of creating any adverse liability on the part of CAD.

The policy applies to all freelancers, contractors to and Directors of CAD using company equipment, or working from home or non-Art Depot locations.

### **Permitted Use and Misuse**

CAD are registered with the Data Controller, and all use must be in accordance with the Data Protection Act 1998.

Authorised users should consult a member of the Board if they are unsure about appropriate usage. Prior agreement must be obtained for use out with business related matters.

Users must not misuse external (internet and email) systems by taking any action which could bring CAD into disrepute, cause offence, interfere with either company's work, or jeopardise the security of data, networks, equipment or software.

All users must undertake to respect the confidentiality of information at all times.

Misuse includes using electronic media for creation, use, transmission or encouragement of material which is

- Illegal or obscene
- Is offensive or annoying
- Is defamatory
- Infringes another person's copyright

It includes

- Obtaining unauthorised access to CAD's or another organisation's information technology facilities;
- Violating other people's privacy;
- Using chat lines or similar services for personal use;
- Playing games;
- Illegal activities including breaching the Data Protection, Computer Misuse and Design, Copyright and Patent Acts;
- Wasting network and resources;
- Disrupting other users' work in any way, including by viruses or data corruption;
- Expressing personal views which could be construed as those of CAD;

- Downloading copyrighted or confidential information;
- Committing CAD to purchasing goods or services without proper authorisation.

Internet use may be monitored and the contents of mail and files may be inspected.

**Offensive and/or illegal material**

Offensive material includes anything that involves threats or violence, racial or religious hatred, or discrimination of any kind. It also covers material which the person knows, or ought to have known, would offend a colleague with particular sensitivities, even if it is not explicitly offensive, eg. religious or pro-hunting views.

No individual may upload, download, distribute or disseminate and must not possess in digitised form on their computer any indecent or obscene images, text or other like materials, including those which might encourage or promote activities that would, if conducted, be illegal.

If illegal material is accessed accidentally, or offensive material received via electronic mail, a (or another) Director should be informed immediately.

CAD reserve the right to inform the police if illegal material is accessed.

**Personal Use**

Individuals may use the company internet connections for occasional private purposes at the discretion of the Board, provided :

- it does not interfere with CAD business;
- it is not related to a personal business interest, unless by agreement;
- it is not used for commercial purposes, including the sale or purchase of goods and services;
- it does not involve the use of personal newsgroups, chat lines or similar services;
- it complies with this policy, including provisions regarding misuse.

**Electronic Mail**

Email should be regarded as public and permanent. It is never completely secure or confidential, and can be stored, re-sent, and distributed to large numbers of people.

Email should not be used to send offensive, threatening, defamatory or illegal material.

Email is regarded in law as the same as sending a letter or publishing a document, and users must be mindful of potential legal action arising from this form of communication. Including a disclaimer may not be sufficient to protect CAD from legal action.

**Security**

All connections to the Internet must be via the CAD network and its firewall, and must

be specifically approved by two named Directors if working offsite, and recorded at The Art Depot.

Registration with any newsgroups relating to areas of CAD's professional work must be logged. All devices using the internet must follow virus checking procedures.

Software must not be downloaded from the internet to a device connected to the CAD network without approval, and all such software must be virus scanned before being used or moved to another device.

All licensing requirements, payment conditions and deletion dates associated with downloaded software must be met.

<b>Owner</b>	<b>CAD Board</b>
<b>Procedure lead</b>	<b>Rick Faulkner</b>
<b>Formally endorsed by</b>	<b>CAD Board</b>
<b>Last review</b>	<b>Feb 2023</b>
<b>Next review</b>	<b>March 2026</b>