Supporting children, women, and families disadvantaged
by poor health, disability, and social exclusion

ICT Acceptable Use Policy

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This is the Acceptable Use Policy for IT and Telecommunications equipment and services provided by HealthProm and covers your use of personal computers, laptops, wifi and internet connections, printers, fax machines, and telecommunications of all types.

All users of HealthProm ICT equipment are required to comply with this policy.

All office staff have email and internet access.

What is unacceptable use?

You must not upload, download, use, retain, distribute, create or access any electronic materials including emails, documents, images, text or software which:

- Might overload, damage, affect, or have the potential to affect the performance of HealthProm's systems, networks and/ or external communications in any way.
- May be a breach of copyright and/or licence provisions.
- Could be threatening, slanderous, abusive, indecent, obscene, racist, illegal or offensive.
- Might be considered Spam by other users of the Healthprom network

In addition, you must not read other users' mail or other material without their express permission or store private material not connected to the purpose of Healthprom on the network.

Use of Personal Equipment

The direct connection to the Healthprom network of equipment not supplied by Healthprom, such as PCs and laptops, is permitted only with consent.

Software that conflicts with security systems or with the safe operation of Healthprom equipment may result in access to the Healthprom network being denied until the software is removed.

HealthProm reserves the right to remove any personally added software or equipment that interferes with the normal working of Healthprom equipment or the Healthprom network.

Data Protection

HealthProm adheres to the Data Protection Act (DPA). All use of Healthprom IT facilities should adhere to the DPA.

It is vital that sensitive information is only viewed by those individuals that need to have access to it.

Users must have only access to those computing and network services that are appropriate for the performance of their duties and must inform when their access requirements need to be changed.

Approved on 1 April 2011 *Reviewed 26 September 2013 Reviewed 24 June 2017*
Reviewed 27 September 2021

Training

As HealthProm has an acceptable use policy it is vital that all those working for and with HealthProm (Board members, staff. Consultants, interns and volunteers) are offered training so that they are able to meet the requirements of this policy.

Ask a member of staff if there is any part of the policy that you are still unsure of.

Personal software

Users are advised to consult with members of staff before downloading software from the internet or other sources to Healthprom equipment.

Staff Acceptance

Name (Block Capitals)

Signature

Date: