

Volunteering Canterbury

Cybersafety Policy

This Policy applies to all Volunteering Canterbury staff, volunteer and paid.

All new staff members are to be informed of this policy.

Use of the Internet and other communication technologies at Volunteering Canterbury is, at all times, to be limited to appropriate use. This may include research and staff professional development. Personal use of the internet is permitted only with the Manager's permission. The internet is not to be used to check any staff member's personal e-mail except with the express permission of the Manager (to minimise risk of viruses).

Volunteering Canterbury reserves the right to check communication technology-related work or data of staff at any time.

Any issues or incidents involving communication technologies at Volunteering Canterbury are to be documented and reported to the Manager as soon as practicable.

When using the internet, staff must take care to ensure they meet their personal and Volunteering Canterbury's obligations under relevant legislation, for example the Privacy Act. No illegal material is to be accessed or illegal activities carried out using Volunteering Canterbury's technology.

No outside person is to use any of the Volunteering Canterbury computers except with permission of the Manager or Centre Co-ordinator.

No-one is to change any computer "desktop" (front screen), or install, update, or change any programme, without express permission from the Manager.

No e-mail received by Volunteering Canterbury is to be deleted, moved, or replied to, except with permission of the Manager.

E-mail must not be used for sending or forwarding chain e-mails or for material which is offensive, obscene, sexist, pornographic or has otherwise inappropriate content and/or language.

Security of information cannot be guaranteed over e-mail networks. Remember an e-mail is as public as a postcard.

No external media from outside this organisation is to be inserted in any Volunteering Canterbury machine except with the Manager's express permission.

No software is to be installed on any Volunteering Canterbury machine. This includes any applications, applets, helpers, toolbars or any other software product on CD, floppy, portable drive, or from the internet. If there is an application you think is required, inform the Manager. Unauthorised software installation has the potential to compromise the security of all the Volunteering Canterbury computers.

Volunteering Canterbury will endeavour to keep up to date on cybersafety issues as they impact on the organisation.

Reviewed July 2011