POLICY RELATING TO E-MAIL AND USE OF THE INTERNET

Staff with access to e-mail and the Internet may use it subject to this policy.

1. **ACCESSING THE INTERNET**
   1. Each time you visit an Internet site, there is a risk that the site might contain a virus, worm or other harmful program that could cause damage to the computer system.
   2. Risks involved in visiting inappropriate Internet sites that do not relate to your work are NOT acceptable risks. You will be exposing yourself to disciplinary action if a virus or other damage is imported in this way.
   3. You should be aware that in visiting Internet sites you could be providing information to third parties, which could be used for purposes that neither you nor we would wish.
   4. You must NOT subscribe to any service or supplier via our computer system without prior approval from [ ].
2. **VISITING INTERNET SITES**
   1. It is forbidden to access, download, transmit and distribute any material which is pornographic, offensive, abusive, defamatory or which could amount to harassment or intimidation. It is also forbidden to use the Internet to transmit or distribute material in breach of confidence, in breach of copyright or which is untrue or malicious.
3. **MONITORING**
   1. All e-mail and Internet use within the company may be monitored for legitimate purposes such as, the investigation or detection of unauthorised use of the system.
4. **BROWSING THE INTERNET**
   1. You are authorised to browse the Internet for legitimate use. However please be aware that it is easy to browse from site to site without realising that you may be straying into sites which are inappropriate.
5. **PERSONAL USE** 
   1. You may use the company's IT system for a reasonable volume of personal use subject to the following conditions:
      1. It must not interfere with the proper performance of your duties.
      2. It is forbidden to use the system for personal gain
      3. It is forbidden to use the system to send, receive or distribute material which is defamatory, intimidating, offensive, pornographic, explicit or abusive. It is also forbidden to send, receive or distribute any material which is in breach of confidence, or a breach of copyright or which is untrue or malicious.
      4. Access to [chat sites] [and] social networking sites] is strictly forbidden.
      5. Any attachments received with incoming personal e-mails [must NOT be opened/ must not be opened unless you know the identity of the sender].
   2. You should be aware that any payment or other transaction over the Internet which involves you giving personal financial details is at risk of fraud or other abuse.
   3. Your personal e-mails may be subject to monitoring and may also be accessible to others. It is your choice whether or not you wish to make use of the computer system for personal e-mail and such use is strictly subject to your understanding that the system is not private.
   4. If you are using e-mail for personal use, the e-mail system does not distinguish between personal and business e-mails. To the recipient, the e-mail is received from our computer system and we could be liable for its contents in certain circumstances. Any inappropriate personal messages you send could lead to disciplinary proceedings.
6. **DOWNLOADING AND INSTALLING SOFTWARE**
   1. It is expressly forbidden for anyone to download or install software onto any PC without the prior authorisation of [ ].
7. **E MAIL**
   1. All work related e-mails must be written in a business-like manner. E-mail messages must be properly punctuated.
   2. All attachments to incoming e-mail create the risk that they might contain a virus or other harmful program. You must NOT open an attachment from an unknown address even if apparently work-related.