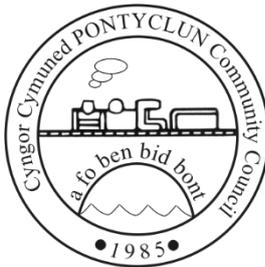


# Cyngor Cymuned Pontyclun Community Council

Internet Policy

last review March 2020



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## INTRODUCTION

This document defines the Internet use Policy for Pontyclun Community Council. The Internet use Policy applies to all users of the Internet and relevant people who support the Internet system. The Internet is a general term that covers access to numerous computers and computer systems worldwide that are accessed electronically.

This document:

- Sets out the Community Council’s policy for the protection of the confidentiality, integrity and availability of the Internet system.
- Establishes Council and user responsibilities for the Internet system.
- Provides reference to documentation relevant to this policy.

## OBJECTIVE

The objective of this policy is to ensure the security of Pontyclun Community Council’s Internet system. To do this the Council will:

- Ensure Availability Ensure that the Internet system is available for users.
- Preserve Integrity Protect the Internet system from unauthorised or accidental modification ensuring the accuracy and completeness of the Council’s assets.

- Preserve Confidentiality Protect assets against unauthorised disclosure.

The purpose of this policy is to ensure the proper use of the Council's Internet system and make users aware of what the Council deems as acceptable and unacceptable use of its Internet system. By following the guidelines in this policy, the Internet user can minimise the legal risks involved in the use of Internet. If any user disregards the rules set out in this Internet use Policy, the user will be fully liable and may be subject to disciplinary action by the Council.

## COUNCIL RESPONSIBILITIES

- The Council will ensure that all users are properly trained before using the Internet system.
- The Council will take all reasonable steps to ensure that users of the Internet service are aware of policies, protocols, procedures and legal obligations relating to the use of Internet.
- The Council will ensure all users of the Internet are registered.

## GUIDELINES

The Council considers the Internet as an important means of communication and recognises the importance of proper Internet content and speedy replies in conveying a professional image and delivering good customer service. Therefore the Council wishes users to adhere to the following guidelines:

### Acceptable Internet Usage

- To access research material and other information relevant to your work.
- To access web sites and webmail accounts for personal use so long as this does not interfere with work.

### Unacceptable Internet Usage

- Creating, downloading or transmitting any obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material.
- Creating, downloading or transmitting any defamatory, sexist, racist, offensive or otherwise unlawful images, data or other material.
- Creating, downloading or transmitting material that is designed to annoy, harass, bully, inconvenience or cause needless anxiety to other people.
- Creating or transmitting "junk-mail" or "spam". This means unsolicited commercial webmail, chain letters or advertisements.
- Using the Internet to conduct private or freelance business for the purpose of commercial gain.
- Creating, downloading or transmitting data or material that is created for the purpose of corrupting or destroying other user's data or hardware.
- Downloading streaming video or audio for entertainment purposes.

### IT security

- The council will ensure that IT equipment is secure (physically and virtually) through use of appropriate measures such as firewalls, security software and passwords
- Staff users can share the same log on details however all confidential files will be stored with password protection to preserve integrity.

- Passwords to access systems will be changed at annually and within 1 month of any users leaving
- The council's website will be protected to prevent unauthorised access and regularly maintained to ensure published material is relevant and up to date.
- It is the responsibility of the sender of data sent electronically to ensure that appropriate due regard is made to the risks of sending electronically. In particular any confidential information being sent by email should be encrypted before dispatch with the password required to unencrypt the information passed to the recipient via a phone call or by prior arrangement.
- Council data held electronically offsite by members or officers should be held securely on protected devices. No council data should be held on unprotected devices and if the devices are shared with non-Council staff/members then confidential data must be encrypted.
- Members and Officers working on Council data offsite must take care to ensure that unauthorised people cannot access or see the data eg by shoulder surfing. Appropriate screen protection can be used to minimise this risk.

## SPECIFIC ISSUES

### Defamation & libel

A published (spoken or written) statement or series of statements that affects the reputation of a person (a person can be a human being or an organisation) and exposes them to hatred, contempt, ridicule, being shunned or avoided, discredited in their trade, business, office or profession, or pecuniary loss. If the statement is not true then it is considered slanderous or libellous and the person towards whom it is made has redress in law.

What you must not do - Make statements about people or organisations on any web pages you are including on the website without verifying their basis in fact.

### Harassment

Harassment refers to a wide spectrum of offensive behaviour. The term commonly refers to behaviour intended to disturb or upset, and, when the term is used in a legal sense, it refers to behaviours which are found threatening or disturbing.

What you must not do - Use the internet to harass other members of staff by displaying particular web sites that they consider offensive or threatening.

### Pornography

Pornography can take many forms. For example, textual descriptions, still and moving images, cartoons and sound files. Some pornography is illegal in the UK and some is legal. Pornography that is legal in the UK may be considered illegal elsewhere. Because of the global nature of Internet these issues must be taken into consideration. Therefore, the Council defines pornography as the description or depiction of sexual acts or naked people that are designed to be sexually exciting. The Council will not tolerate its facilities being used for this type of material and considers such behaviour to constitute a serious disciplinary offence.

What you must not do - Create, download or transmit pornography. Send or forward emails with attachments containing pornography. If you receive an email with an attachment containing pornography you should report it to the Clerk to the Council or Chairman of the Community Council

## Copyright

Copyright is a term used to describe the rights under law that people have to protect original work they have created. The original work can be a computer program, document, graphic, film or sound recording, for example. Copyright protects the work to ensure no one else can copy, alter or use the work without the express permission of the owner. Copyright is sometimes indicated in a piece of work by this symbol ©. However, it does not have to be displayed under British law. So a lack of the symbol does not indicate a lack of copyright. In the case of computer software, users purchase a licence to use the work. The Council purchases licences on behalf of its users.

What you must not do - Alter any software programs, graphics etc. without the express permission of the owner. You should also not claim someone else's work is your own or send copyrighted material by Internet without the permission of the owner.

### What are the consequences of not following this policy?

Depending on the breach

- Users and/or the Council can be prosecuted with potential fines or imprisonment
- The reputation of the Council will be seriously questioned
- Disciplinary action could be taken against the user which could ultimately lead to their dismissal.