

Member's Acceptable Usage Policy

1. EFDC email and equipment is to be used only by authorised council members, and primarily for business use. Members are requested to ensure that due care is taken of their equipment, and that it is stored securely. Lost or stolen equipment must be reported immediately to the ICT Service Desk on 01992 564888.
2. ICT reserve the right to remove or substitute any equipment, apps or software at any time and for any reason.
3. Members must not use non-EFDC email accounts to conduct Council business.
4. Council e-mail systems and equipment are its property, accordingly EFDC reserves the right to monitor and record all e-mails including attached files. Users waive rights to privacy, in anything they create, store, send, or receive by e-mail, or actions they perform on EFDC equipment.
5. Personal usage of EFDC email is permitted on the condition that the procedures and rules set out in this policy are complied with. Use of personal e-mail must not disrupt EFDC's ICT facilities or colleagues. Personal use of EFDC's email systems will signify your agreement to abide by the conditions imposed and signify your consent to the council monitoring personal e-mail in accordance with the restrictions of this policy.
6. Users must be familiar with the current version of the EFDC Data Protection Policy.
7. The confidentiality of e-mail cannot be assured. Users should, therefore, exercise extreme caution in using e-mail to communicate confidential or sensitive information.
8. Members must use email responsibly and comply with UK laws, EFDC policies and procedures, and with normal standards of professional courtesy and conduct.
9. Sometimes it is necessary for EFDC to access a member's email or set an automatic reply during periods of absence. This will only be facilitated with the written permission of the Chairperson.
10. EFDC policy and legislation prohibits the theft or abuse of computing resources. This applies to e-mail services and the unauthorised use of an e-mail account.
11. EFDC stores a copy of all sent and received emails in an archive. These archived emails are stored to meet the audit requirement of seven years and cannot be deleted by any other means.
12. EFDC members **must**:
 - 12.1. Exercise caution when opening emails / attachments or clicking links.
 - 12.2. Use common sense when sending emails to large groups to ensure that any attachments are small, and that any emails are relevant and comply with this policy.
 - 12.3. Comply with UK laws that apply to e-mail and protect confidentiality.
 - 12.4. Use personal and professional courtesy and consideration when using e-mail.
 - 12.5. Check with the sender if they are unsure about the authenticity of a message.
 - 12.6. Check their e-mail for new messages frequently.
 - 12.7. Ensure that sensitive data (including Restricted emails) is sent securely.
 - 12.8. Return all equipment upon termination of their post and make it available if requested by ICT. In the event of equipment not being returned, ICT will seek to recover the equipment.
13. EFDC members **must not**:
 - 13.1. Breach the law.
 - 13.2. Use EFDC equipment or the EFDC network to download / upload, view or attempt to view, pornographic material, or anything that can reasonably be considered to be offensive or discriminatory e.g. racist or sexist material or that which demeans any individual(s).
 - 13.3. Send, receive, display, print, or otherwise disseminate material that is fraudulent, harassing, illegal, intimidating or defamatory.

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- 13.4. Disclose or forward personal or confidential information unless specifically authorised, including other user's email addresses. Consider where the usage of the BCC field may be more appropriate.
 - 13.5. Use email for any purpose that could reasonably be expected to cause excessive strain on any computing facilities, or unwarranted or unsolicited interference with others' use of e-mail.
 - 13.6. Use EFDC email for commercial purposes or personal financial gain.
 - 13.7. Impersonate other members or EFDC employees, or give the impression that they are representing, giving opinions or making statements on behalf of the EFDC or its services, unless they are authorised to do so. Where appropriate, a disclaimer must be included, such as, 'These statements are my own, not those of Epping Forest District Council.'
 - 13.8. Send unwanted, irrelevant or inappropriate e-mail.
 - 13.9. Pass on or swap ICT equipment, or install apps on ICT equipment, unless authorised to do so by ICT.
14. Members should be aware of the following:
- 14.1. Do not rely on e-mail to store, send or receive urgent or critical information. Follow up important messages using an alternative medium.
 - 14.2. Privacy, successful transmission, authenticity and integrity of email is not guaranteed.
 - 14.3. E-mail (and the archive) may constitute a Council record, and is subject to disclosure under UK laws.
 - 14.4. The Council cannot protect users from receiving offensive e-mail.
 - 14.5. Users should avoid including excessively large attachments.
 - 14.6. Advice given by e-mail has the same legal bearing as other written advice.
15. Encrypted e-mails cannot be sent to, or received from the Council, unless prior arrangements have been made with ICT.
16. Please report any ICT damaged equipment i.e. iPad to the ICT Service Desk on 01992 564888.
17. The ICT Service manages the Council's ICT systems in accordance with this policy and is responsible for the policy's maintenance. This policy may be amended be at any time. Members will be notified of policy changes on a periodic basis. Fundamental changes to the policy will require a full re-issue.
18. All members must be compliant and familiar with this policy, their rights and the confidentiality issues involved.
19. For additional information regarding the Acceptable Use policy please contact the ICT Service Desk on 01992 564888.

| <u>Revision Date</u> | <u>Revised by</u> | <u>Authorised by</u> | <u>Details of Change</u> |
|----------------------|-------------------|------------------------------|---------------------------|
| 29/04/21 | ICT | SIGG | Document creation |
| 31/01/23 | ICT | Member Digital Working Group | Process for damaged iPads |
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