



## **UNDER REVIEW**

# **INTERNET AND EMAIL USAGE POLICY AND GUIDELINES**

## **Introduction**

This policy sets out the obligations and expectations of volunteers of the Icelandic Horse Society of Great Britain including contractors and temporary staff, who use the society's IT facilities. These facilities are provided to assist with day-to-day work for the IHSGB. It is important that they are used responsibly, are not abused, and that individuals understand the legal, professional and ethical obligations that apply to them.

## **Authorisation**

No person is allowed to use society email or shared drives who has not previously been authorised to do so by the society's webmaster. Unauthorised access is prohibited and may result in either disciplinary action or criminal prosecution.

## **Legislation**

All users shall comply with all current relevant legislation. This includes (but may not be restricted to) the following:

### *Data Protection Act 1998 / the General Data Protection Regulations (GDPR)*

- Any personal information on an individual which the Society holds is covered by this legislation. This includes emails too.
- Users need to be sure that they are not breaching any data protection rules when they store or use information and when they write and send emails. This could include but is not limited to:
  - o Using data which has not been kept up to date.
  - o Passing on or processing personal information about an individual without their consent.
  - o Keeping personal information longer than necessary.
  - o Sending personal information outside the country, unless for legitimate IHSGB business.
- See the IHSGB GDPR policy for more detail.



Icelandic Horse Society of Great Britain

If any breach of data protection rules is discovered such as the leaking or hacking of personal or sensitive data, this should be reported immediately to the board of trustees, and any immediate action should be taken to close such leaks. The IHSGB will ensure this is properly investigated and the appropriate reporting actions taken if necessary.

#### *Computer Misuse Act 1990*

This Act makes it an offence to try and access any computer system for which authorisation has not been given.

#### *Copyright Design and Patents Act 1988*

Under this Act it is an offence to copy software without the permission of the owner of the copyright.

#### *Defamation Act 1996*

Under this Act it is an offence to publish untrue statements which adversely affect the reputation of a person or group of persons.

#### *Terrorism Act 2006*

This Act makes it a criminal offence to encourage terrorism and/or disseminate terrorist publications.

#### *Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000.*

This allows for any organisation to monitor or record communications (telephone, internet, email, and fax) for defined business-related purposes.

### **Responsibilities**

All Users are expected to act in a manner that will not cause damage to or disrupt current IHSGB services. Any accidental damage or disruption must be reported to the webmaster as soon as possible after the incident has occurred. Users are responsible for any IT activity which is initiated under their username.

### **Use of online storage**



Use of online shared or personal IHSGB drives by volunteers is encouraged where such use is consistent with their role and with the goals and objectives of the Icelandic Horse Society of Great Britain in mind:

- Users must not upload any material from an internet site which contains illegal or inappropriate material. This includes, but is not limited to, pornography (including child pornography), obscene matter, race hate material, violence condoning messages, criminal skills, terrorism, cults, gambling and illegal drugs.
- Personal use of the internet must not cause an increase for significant resource demand, e.g. shared online IHSGB storage.
- Users must not use the IHSGB email or shared drive system for personal financial gain.
- Staff may face disciplinary action or other sanctions (see below) if they breach this policy.

### **Use of Email / Instant messaging**

Messages sent or received on the IHSGB email system form part of the official records of the Icelandic Horse Society of Great Britain; they are not private property. The IHSGB does not recognise any right of volunteers to impose restrictions on disclosure of such messages within the IHSGB. These may be disclosed through legal obligations, as part of legal proceedings (e.g. tribunals), and as part of disciplinary proceedings. Users are responsible for all actions relating to their user account including username and password and should therefore make every effort to ensure no other person has access to their account.

When using IHSGB email systems, users must:

- ensure they do not disrupt the IHSGBs wider systems or cause an increase for significant resource demand in storage, capacity, speed or system performance e.g. by sending large attachments to many internal recipients.
- ensure they do not harm the IHSGBs reputation, bring it into disrepute, incur liability on the part of the IHSGB, or adversely impact on its image.
- not seek to gain access to restricted areas of the network or other “hacking activities”; this is strictly forbidden.
- not use the system for the creation, retention or distribution of disruptive or offensive messages, images, materials or software that include offensive or abusive comments about ethnicity or nationality, gender, disabilities, age, sexual orientation, sex,



appearance, religious beliefs and practices, political beliefs or social background.

Volunteers who receive emails / messages with this content from other volunteers of the IHSGB should report the matter to the chair.

- not send emails / messages that might reasonably be considered by recipients to be bullying, harassing, abusive, malicious, discriminatory, defamatory, and libellous or contain illegal or offensive material, or foul language.
- not upload, download, use, retain, distribute, or disseminate any images, text, materials, or software which might reasonably be considered indecent, obscene, pornographic, or illegal.
- not engage in any activity that is likely to:
  - o Corrupt or destroy other users' data or disrupt the work of other users
  - o Waste volunteer effort or IHSGB resources, or engage in activities that serve to deny service to other users
  - o Be outside of the scope of normal IHSGB-related duties – for example, unauthorised selling/advertising of goods and services
  - o Affect or have the potential to affect the performance of damage or overload the IHSGB system, network, and/or external communications in any way
  - o Be a breach of copyright or licence provision with respect to both programs and data, including intellectual property rights
- not send chain letters or joke emails from an IHSGB account.

Staff who receive improper email from individuals inside or outside the IHSGB, should discuss the matter in the first instance with the chair.

Personal use of the Icelandic Horse Society of Great Britain email/storage account is not permitted.

### **Email Good Practice**

The IHSGB has good practice guidelines for dealing with email when volunteers are unavailable for a long period of time. When activating the "out of office" facility, messages should name an alternative volunteer for correspondents to contact if necessary. This will ensure that any important messages are picked up and dealt with within required timescales.



Icelandic Horse Society of Great Britain

During periods of absence when highly important emails are anticipated, the volunteer should make arrangements for notification and access by another appropriate member of the board or group/committee.

Where sensitive and confidential information needs to be sent via email for practical reasons, please be aware that email is essentially a non-confidential means of communication. Emails can easily be forwarded or archived without the original sender's knowledge. They may be read by persons other than those they are intended for.

Users must exercise due care when writing emails to avoid being rude or unnecessarily terse. Emails sent from the IHSGB may be interpreted by others as IHSGB statements. Users are responsible for ensuring that their content and tone is appropriate. Emails often need to be as formal and businesslike as other forms of written correspondence.

Users should delete all unsolicited junk mail, and in the process of archiving emails, users should ensure inappropriate material is not archived.

Caution should be used when opening any attachments or emails from unknown senders. Users must best endeavour to ensure that any file downloaded from the internet is done so from a reliable source. Any concerns about external emails, including files containing attachments, should be discussed with the chair.

Users should delete emails older than two years, unless emails are deemed to be of importance and/or required to be stored and should be filed. When users leave a trustee position in the organisation, these emails (and anything of relevance) will be available to the new trustee.

### **Use of Social Media**

Many of the Icelandic Horse Society of Great Britain volunteers will already be using social media in their personal lives. When you are not on IHSGB business, it is, of course, entirely up to you to decide whether and how you choose to create or participate in a social media space or any other form of online publishing or discussion. This is your own business. The views and opinions you express are your own.

However, if you identify yourself as a volunteer of the IHSGB or as being associated with it in any way, you must be mindful of this when participating in social media. We have a responsibility to make you aware that, even where you don't intend it, you can harm the



Icelandic Horse Society of Great Britain

IHSGBs business and reputation when using social media in a personal capacity, and that breaching this policy outside of society work can still result in disciplinary action.

See the Social Media Policy for more detail.

### **Legitimate Access to Prohibited Material**

There may be circumstances where users feel that the nature of their work means that they are required to access or use material prohibited under this policy. If so, this should be discussed with the chair. The IHSGB is legally responsible for the content and nature of all materials stored on/accessed from its network.

### **Monitoring**

All resources of the Icelandic Horse Society of Great Britain, including any computers, tablets, phones, external drives, USB drives, email, voicemail etc. might be provided for legitimate use. If there are occasions where it is deemed necessary to examine data beyond that of the normal business activity of the IHSGB then, at any time and without prior notice, the IHSGB maintains the right to scrutinise any systems and inspect and review all data recorded in those systems. This will be undertaken by authorised persons only. This examination helps ensure compliance with internal policies and the law. It supports the performance of internal investigations and assists in the management of information systems.

### **Penalties for Improper Use**

#### *Withdrawal of facilities*

Users in breach of these regulations may have access to IHSGB IT facilities restricted or withdrawn.

#### *Disciplinary Action*

Breaches of these regulations may be dealt with under the IHSGB disciplinary procedures. It may lead to termination of any volunteer from the IHSGB.

#### *Breaches of the law*

Where appropriate, breaches of the law will be reported to the police.



Icelandic Horse Society of Great Britain

*July 2023 (Jem Adams)*