**Information and Communication Technology (ICT) notes for Smaller Organisations**

***This document needs to be amended as required to suit your specific needs***

* *Change the logo in the Header to your own*
* *Use the select all then replace all to amend the document for your insert NGB*
* *Check that your NGB has the policies and procedures mentioned in the template, if not then either delete the reference or check out other templates on the WSA site to enable drafting the appropriate document*
* *Check text in* Blue *as it gives instructions that might need amending*

# Introduction

[NGB Name]recognises that encouraging our key volunteers to make full use of computer systems, including email and internet facilities, Facebook, Twitter and other social media**\*** is extremely important if we are to maximise the benefits which can be achieved through the use of modern ICT facilities. However, inappropriate use of the [NGB Name]email, Facebook, Twitter and internet facilities could result in legal action being taken against us and/or any key volunteer(s) involved.

Examples of possible claims which could be brought include copyright infringement, defamation, racial, sexual and/or other forms of harassment, offences under the Obscene Publications Act and offences under the Computer Misuse Act. In addition, downloading material from the Internet, using disks, transferring files and even the use of email can cause serious damage to a computer system whether by introducing viruses, deleting files, corrupting data, causing system crashes or overloading resources.

[NGB Name]has therefore introduced this policy in order to inform you of your obligations with regard to ICT, and this policy applies to all key volunteers, as well as any other individuals using [NGB Name]’s ICT systems. It is important that you read and understand the information contained in this policy and procedure so that you are aware of the [NGB Name]regulations for use of information systems and the required professional conduct using any social media.

If you breach this policy, the matter will be dealt with within the context of [NGB Name]Disciplinary Procedure.**\***  Each case will be considered on its merits and, if sufficiently serious, may constitute gross misconduct resulting in summary dismissal if an employee involved or withdrawal of membership of the organisation if a volunteer/athlete. If you have any questions about this policy or wish to raise any comments, or if you become aware of any breaches of this policy, you should notify [insert name] immediately.

**\*Other example policies are available on the WSA website**

# Policy (example only amend as required)

# When using the [NGB Name] email, social media or computer systems, individuals have a responsibility to use [NGB Name]’s systems in a professional, lawful, and ethical manner, ensuring compliance with all other [NGB Name] (particularly Child Protection and Data Management) policies so that all Information Communication and Technology (ICT) facilities, services, programs and data are protected from threats, whether internal or external to the organisation, deliberate or accidental.

# Security

You are responsible for the security of your PC and/or lap top/other equipment at all times, whether it is the property of [NGB Name] or your own.The contents of all documents, files and email communications about [NGB Name]on your PCand/or lap top/other equipment are the property of [NGB Name].

You must not allow your PC and/or lap top/other equipment, if owned by [NGB Name] to be used by any unauthorised persons, including members of your family. (Amend/delete if NGB does not own equipment.)

When leaving equipment unattended, you must ensure that you eitherswitch it off, log offor lock it to prevent unauthorised access in your absence.

You must keep any personal passwords to access [NGB Name]data confidential and not disclose it to anyone, including any of your colleagues/family. You must not ask any of your colleagues to give you their passwords, nor must you try to or actually access the [NGB Name]system using any other person’s password.

# Email

The use of email offers great advantage to [NGB Name] by enabling communication quickly. However, email messages can give rise to legal action against [NGB Name] and could be presented as evidence in any such legal action. It is therefore vital for email messages to be treated like any other form of correspondence. [NGB Name] will not tolerate the use of email or social media to create a hostile or offensive environment based on gender, colour, race, nationality, ethnic or national origin, culture, religion, sexual orientation, age, disability, any other personal characteristic or any other reason.(*set words as per your NGB equality information*)

Binding contracts can be formed by email even though it may appear informal but you must take care not to enter contractual obligations without the usual care and attention to detail necessary to protect the [NGB Name]’s interests. Confidential Information should not be included in emails (NB confidential information includes any information which is not available to the general public which would damage the [NGB Name]’s reputation if it became known).

# Lap tops and other portable devices

The increasing use of portable computers and storage devices has generated extra security risks which need to be reduced by simple measures including care of use to prevent others seeing information they should not see and in particular not leaving equipment unattended where it could be accessed or stolen.

# Virus Protection and Back-Up

It is important to maintain up to date anti-virus software on any computer or portable devise that holds [NGB Name] information. Likewise it is vital that regular back-ups of data are undertaken to ensure that system failure, theft, or any other reason would not result in the loss of [NGB Name] information. External hard drives or secure cloud based options should be used.

# Leaving [NGB Name]

When a key volunteer or regular user leaves their [NGB Name] position, all equipment owned by [NGB Name], as well as all data and information held (including back-ups) must be returned to [NGB Name] as soon as reasonably practicable. If duplicate data already exists that is accessible to [NGB Name] the individual is required to delete all copies from his personal equipment immediately and confirm the action has been completed to (insert name/position).

# Revision of Policy and Procedures

[NGB Name] reserves the right to amend this policy from time to time for any reason, including without limitation, to take account of changes in the law, best practice and/or other requirements. Every effort will be made to advise users of any changes agreed.

**Further Help and Guidance**

Additional information may be found at the UK Safer Internet Centre’s Professional Online Safety Helpline which offers advice and guidance around e-Safety for professionals who work with children and young people in the UK. The helpline provides support with all aspects of digital and online issues such as social networking sites, cyber-bullying, sexting, online gaming and child protection.

Contact the helpline 0844 381 4772, or visit [www.saferinternet.org.uk/helpline](http://www.saferinternet.org.uk/helpline) for more information.