

**POLICY STATEMENT**

With organisational development and increased usage of electronic communication systems the company must ensure that electronic communication systems and transmitted data is used in a responsible manner.

**GLOSSARY OF TERMS**

**Electronic Communication Systems** – include but are not limited to facsimile, voicemail, internet, intranet, digital projector, radio and email systems.

**CROSS REFERENCES and other RESOURCE MATERIAL**

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## **Policy**

The company will ensure that all electronic communication systems, and all data stored or transmitted on them, are used by all employees in a responsible and legal manner.

Security and audit measures will be in place to ensure the optimum use of the systems for the conduct of company business and protection of company private property.

Electronic systems include but are not limited to radios, facsimile, voicemail, internet, intranet, email, digital project systems and other computing and communication resources together with associated software, files, data storage and retrieval.

Employees are responsible for their own actions when using electronic communications. Immediate managers are accountable for ensuring that all communications systems are used in the correct manner.

No employee shall take copies of company presentations for their own use or for transmittal to third parties without prior approval. No employee shall put company presentations on personal computers without prior approval from the Directors.

## **Accountability**

Employees responsibilities;

- Are required to ensure that the systems are used in a manner which always contributes positively to the achievement of company objectives.
- Refrain from conduct which interferes with equipment, software or its use of files or data.
- Refrain from using the systems for any illegal activity or purpose.
- The systems are used for the responsible conduct of company business.
- The systems are not used to solicit messages, either verbal or visual, that may be considered to be offensive or disruptive to productivity.
- Data should be stored in line with Data Protection Principles – being secure and where possible password protected.

The transmission of disruptive, obscene, offensive or defamatory email is prohibited. Email cannot be used to send or retrieve copyright material.

Private use of electronic communications systems is only permitted subject to approval by the Directors, for example, may possibly be used for the purposes of study or other professional development activities.