

UK BAME – Use of Website and Emails: Information and Electronic Communication guidelines 07.11.13-V4

1. Introduction

United Kingdom Black, Asian and Minority Ethnic's (UK BAME) overall policy defining the use of its Email and Internet Standard. As this is an area of rapidly changing technology and practice, we provide up-to-date guidance and advice about the proper and permitted use of these frequently changing and developing facilities. This is to ensure that all users can be clear about what UK BAME's expectations are and to clarify rules that apply in the use of its information sharing platform.

2. Overview: Why is it important to have controls in this area?

UK BAME makes a considerable investment in its information technology and communications systems to enable its members and users to work and share information efficiently. However, this can also be an area of risk through liability, loss or embarrassment in relation to the misuse of data from its platform; www.UK-BAME.com. The guidelines are to enable members to understand and comply with the rules surrounding the use of these resources. Breaching these rules can result in serious implication and disciplinary action, which if deemed as gross misconduct, may result in a lawsuit.

3. Who is covered by these Guidelines?

Any person working, contributing or carryout task on the behalf of UK BAME with or on UK BAME's information and communications (ICT) equipment or platform; UK BAME members, agency members, consultants, etc.

4. What is meant by information and communications (ICT) equipment?

Currently it includes all of UK BAME's equipment and resources, including any computer (including laptops issued for off-site use) and peripherals (printers, scanners, etc.), cameras, mobile and handheld devices (e.g. Blackberries, PDAs, XDA's, etc), server or network equipment and any telephonic device or voice network provided or supported by UK BAME. As technology develops new devices, this will expand; therefore, this should not be considered an exhaustive list.

5. What about the data (details and information) on this hardware or website?

All data stored, processed or transmitted on such networks and data/programs stored on UK BAME's website or computer systems or on any storage device or media that is owned and/or maintained by UK BAME belong to UK BAME. It is also essential to understand that this extends to your own, or a third party's computer equipment, when you are working on UK BAME's business away from UK BAME's premises, or using such equipment on its premises. Members must comply with this policy when using UK BAME's e-mail and internet service from any location.

6. Does UK BAME monitor how its ICT equipment is used?

Yes. UK BAME, like practically all other charitable companies and non-profitable organisations, at all times reserve the right to monitor and/or record individual use of ICT facilities for legitimate purposes.

These purposes will include:

- to protect against or investigate / detect ICT misuse;
- to ensure system and operational efficiency, security and integrity;
- to detect any computer viruses and to check mail boxes of absent members (only where this is appropriate);

Accessing individual accounts where it has a reasonable belief that UK BAME's Standard (and therefore this Guideline) has been breached. This could include investigating internet browser history files, downloads, temporary internet files, deleted e-mails, storage systems, and so on. This is, of course, only done where it is felt there are sufficient grounds, and with the prior formal approval of UK BAME's "Information Access and Compliance Team" and UK BAME HR / ER, whose job it is to make sure that such a step is justified in the first place.

7. What about issues of privacy?

7.1 Employees

No employee of UK BAME should have an expectation of privacy whenever they use UK BAME facilities and equipment. This includes using UK BAME equipment for the purposes of communicating via email or accessing or passing on information obtained through the Internet.

7.2 Members

UK BAME members will be treated with the highest level of privacy at all times. All information exchange or shared with UK BAME will be treated with the highest level of confidentiality.

8. Can copies of my e-mails be disclosed to third parties?

Yes, but only where there is a legitimate reason which, amongst others, could include requests made under the Data Protection Act and/or Freedom of Information Act or in connection with Court or Tribunal orders for disclosure. Legally, yes.

9. Responsibilities

9.1 All Members

All members must ensure that they use UK BAME ICT facilities for business and its intended purposes only, subject to the permissions below. It can be gross misconduct to download, create, store, display or transmit material that is defamatory or offensive, or might be capable of constituting any form of discrimination or criminal offence. This includes any material of a sexually explicit nature, which UK BAME deems as offensive, material which includes nudity and any kind of illegal material (e.g. how to

make an explosive device). Employees who receive any such material must not forward it. Any breaches of these requirements may be regarded as gross misconduct and would normally result in dismissal / termination of accounts.

If you receive such material you must immediately delete it and inform UK BAME: info@uk-bame.com however If you also find the material received offensive you should contact UK BAME immediately.

9.2 All managers, facilitators and employees with leadership or supervisory roles.

All managers, facilitators and employees with leadership roles or supervisors, should take all reasonable steps to ensure that the requirements outlined in these guidelines are adhered to. It is the responsibility of all managers, facilitators and employees with leadership or supervisor roles to monitor all membership groups, members and other service users, ensuring that all appropriate, fair and consistent action is taken to deal with any failure to conform to them.

The organisation frequently issues bulletins to remind members of the standards and rules for using its electronic information facilities. At a local level, managers can reinforce this with their own messages and in team meetings. If Managers require further advice or guidance, they should contact UK BAME at info@uk-bame.com

10. Use of email and the internet

As this is a very important area, we have provided detailed guidance. If you are unclear about anything contained here, then please contact us before acting.

10.1 E-mail and the Internet is an uncontrolled environment and should not be regarded as secure systems. Members must, therefore, exercise extreme care when sending confidential or sensitive material by e-mail.

Email is not suitable for sensitive / confidential communications unless encrypted. When downloading information, members must take care to avoid the introduction of viruses or the infringement of third party copyright or licensing requirements.

10.2 Software programs must not be downloaded from the Internet on to a UK BAME device unless confirmation has been given by our Information Management Team (IMT).

10.3 Members, managers, facilitators and employees with leadership or supervisory roles must ensure that any electronic media or hardware (mass storage devices eg. CD ROMs, USB flash drives, disks, etc) which are to be used on any of UK BAME's systems are virus scanned before being used. This includes any hardware supplied via professional or any other bodies.

10.4 Limited and sensible personal use of e-mail and the Internet may be allowed, provided such use is kept to a reasonable level and:

- A. Does not interfere with another person event, blog, post or UK BAME Blog & Postings policies (content incompatibility or responsibility).
- B. Does not produce or bombard members with unauthorised or excessive amounts of hard copy, posting, tagging, tweets, etc.
- C. Is not unacceptable (obscene material, defamatory material, material offensive on the basis of a protected characteristic under the Equality Act, for example, race, gender, etc')

- D. It is however, possible to post and share images & clips, blogs, post and link from or related to our BAME affiliate groups and supporters.
- E. It's lawful and adheres to the principles contained within the *Standard*, and this Guideline.

10.5 E-mail and the Internet must only be accessed via the user's personal user account and members must not use another member's user account nor share their user account details or password with others.

10.6 Members may not use UK BAME facilities or time to set up or promote any initiatives or encourage any UK BAME employees to support such initiatives (such as blogs or on-line petitions, sites etc) aimed at undermining or opposing any of the organisation's business or non profitable plans or activities.

10.7 Reporting or deleting any junk e-mail or chain messages that they receive and not forward these to other people, due to the threat of spam, viruses and malicious software.

10.8 Because this is a complex area, as an organisation we have to be clear about how we will manage and monitor our shared information. This means UK BAME has to reserve its rights to:

- A. protect its interests, its public reputation and its image and the rights and identities of its members;
- B. take steps to prevent the using of knowledge or information gained as a result of their association or employment with UK BAME to publicly undermine, defame, threaten or demean UK BAME or any of its members (even if such actions are carried out via private non-UK BAME facilities).

10.09 Even when using private facilities in a personal capacity, all of us, as UK BAME employees, affiliates, members and service users, are still covered by a duty of trust to UK BAME. All are obliged to act in a way that does not undermine our purpose, goals, vision or values and our relationship with associated organisations.

10.10 Anyone who shares their private views about UK BAME or its officials on any internet forum or site etc is advised to please keep this in mind at all times. Breach of this requirement may be dealt with under the Code of conduct procedures / Disciplinary Procedure and could be considered gross misconduct and could incur the loss of any legal battle.

UK BAME recommends that a firewall be installed on personal devices to assure the safety and security of its networks. UK BAME may block access to its sites if members are deemed or seen to be unprotected or inappropriately accessing contents or which it considers are being used to its disadvantage.

For more information please contact us: www.UK-BAME.com // Info@uk-bame.com

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