

THE EXECUTIVE

12 APRIL 2005

REPORT FROM THE DIRECTOR OF FINANCE

INTERNET AND ELECTRONIC MAIL CODE OF PRACTICE	FOR DECISION	
<p><i>This report details the requirement for an Internet and E-Mail Code of Practice (attached) to ensure a consistent, corporate approach to the management of these facilities.</i></p> <p>Summary</p> <p>This report establishes an Internet and E-Mail Code of Practice to ensure all users of the Council's e-mail system and users who access the Internet abide by and adhere to all sections of the Code of Practice. This policy details the correct, proper, legal, secure and responsible use of these facilities and details the action that will be taken if users do not adhere to this code of practice. It is the responsibility of all management to ensure staff read, understand, accept and adhere to all sections and conditions of this code.</p> <p>Recommendations</p> <p>The Executive is asked to:</p> <ol style="list-style-type: none">1. Approve the Internet and E-Mail Code of Practice; and2. Authorise the inclusion of the Internet and E-Mail Code of Practice as part of Employees Conditions of Service. <p>Reason</p> <p>An internet and e-mail code of practice is required to ensure clear guidelines to staff who have access to these facilities and to promote good practice when using them. .</p>		
Contact Officer Sarah Bryant	Head of Information Management and Technology (IM+T)	Tel: 020 8227 2015 Fax: 020 8227 2060 Minicom: 020 8227 2685 E-mail sarah.bryant@lbbd.gov.uk

1. Background

- 1.1 The use of the Internet and e-mail facility within the Council has grown rapidly over the last 5 years. These facilities provide access to, sharing and transfer of information electronically.
- 1.2 Staff use these facilities on a daily basis and e-mails containing information and attachments are shared around the Council and externally as part of everyday working practice.

2. Current Practice

- 2.1 The Council has in place 'filtration' software which prevents abusive, offensive and pornographic sites being accessed by users. Anti-virus software is also deployed which minimises the risk of viruses being brought onto the Council's systems and networks. Some viruses destroy systems and information and are considered a major threat to the security and integrity of ICT infrastructure.
- 2.2 Therefore the Council has in place secure mechanisms to prevent, as far as possible, abusive, offensive and pornographic use along with the mechanism to reduce the threat to information security.
- 2.3 Staff are trusted to use both the e-mail and internet facilities in a responsible way.
- 2.4 However, there have been instances where employees have abused this facility and have accessed sites for personal reasons during working hours.
- 2.5 This Code of Practice has been developed in full consultation internally and externally, to provide clear guidelines to staff who have access to the e-mail and internet facilities. The Code describes the services available, what is good practice when using them, what is prescribed and what must be avoided.
- 2.6 The Code applies to the usage of the Council's e-mail and internet services from whatever source employees are using i.e., laptops, PCs used from office locations as well as remotely.
- 2.7 The aim of the Code is to reduce inappropriate use of e-mail and internet facilities minimise the threat of security breaches, and reducing the risk of the Council being misrepresented, making employees aware of the consequences if they misuse the facilities.
- 2.8 The Code of Practice will be distributed to all users of the Council's e-mail and internet facilities, responsibility of raising awareness of and ensuring employees have read and understood the Code is with all managers.
- 2.9 The Code will be included in the induction process for new employees.
- 2.10 The Code will be reviewed annually by Head of IM+T to ensure it is up to date and reflects any changes to Information, Communication Technology or Council business.

3. Financial Implications

- 3.1 There are no financial implications arising from the proposals contained in this report.

4. Consultation

- 4.1 Extensive consultation has been carried out on the development of this Code of Practice throughout the Council, including:

Lead Member

Councillor McCarthy

Corporate Management Team**Finance**

The Finance Divisional Management Team, including the Head of Audit
IM+T Management Team

Corporate Strategy

Head of Policy and Performance
Solicitor to the Council
Head of Customer First
Head of Human Resources
Data Protection Officer

Trade Unions

4.2 Research with other Councils has also contributed to the development of this Code.

Background papers

None.