



Acceptable Personal Use of Mind in Croydon Resources Policy By Staff, Trustees and Volunteers

It is recognised that in general employees do not stint the contribution they make to the organisation in terms of extra hours worked, goods etc. donated and use of their own resources or those of their friends and family for Mind in Croydon purposes. Mind in Croydon therefore seeks to adopt a tolerant and generous approach towards practical personal use of Mind in Croydon resources. However, it has to be recognised that:

- these resources are limited
- staff behaviour has to be ethical and not such as will bring the organisation into disrepute
- even minor personal benefits to staff can be taxable

TELEPHONE: LANDLINE AND CHARITY MOBILE PHONE

Mind in Croydon does not accept the use of the Charity's phone for personal calls.

Except in emergencies, lengthy personal telephone conversations should not take place at work, particularly as they can block the line for callers who may be in distress and interfere with the work of the office or project.

PHOTOCOPYING

Employees should not use the office or project photocopier for personal photocopying.

COMPUTERS

Charity's computers should not be used for personal purposes. Employees must be vigilant about the possibility of introducing viruses from home into the Mind in Croydon computers.

INTERNET AND EMAIL

Personal use is unacceptable, as above.

You must not use browsers or access/attempt to access sites that are knowingly unacceptable, even if this is in your own time.

You must not send or forward chain, joke or spam emails.

You must not use the Organisation's facilities for commercial purposes not approved by us or for personal financial gain.

You must not disclose (in writing, speech or electronically) information held by us unless you are authorised to do so, and the recipients are authorised to receive it.

You must not connect any equipment to our IT network that has not been approved

You must not do anything that would compromise the security of the information held by us, such as downloading/spreading any harmful virus/program or disabling or changing standard security settings.

You must not make personal use of the information available to you that is not available to the public.

[NB: Deliberate accessing of pornographic or illegal material will result in disciplinary action on grounds of gross misconduct.]

Computers, networks, e-mail systems etc. are the property of Mind in Croydon. E-mails are not the property of staff and as such there can be no expectation of privacy. This policy should be read in conjunction with Mind in Croydon's Communications and Information Technology Policy.

Mind in Croydon reserves the right to view and monitor all e-mail and internet access. Should this be found to be inappropriate it may be viewed as misconduct and possibly gross misconduct.

STATIONERY, ART AND CRAFT MATERIALS

Mind in Croydon does not expect staff to account for every pencil and envelope but asks people to be aware of any personal use of Mind in Croydon's stationery and to compensate Mind in Croydon when this is substantial.

CONTRACTORS USED BY MIND

Employees sometimes wish to use a contractor or a professional (e.g., solicitor) who has been employed by Mind in Croydon for work required at their own homes or for personal business. It must be accepted however that Mind in Croydon does not recommend or endorse any contractor or professional and the employee must take full responsibility for the decision to use the contractor or professional. Mind in Croydon holds no liability towards any staff for any personal use of such contractors and/or professionals.

You must not use our facilities to undertake any unlawful, libellous, immoral or offensive activities, including accessing, downloading, storing, creating, copying or disseminating offensive material. This includes, but is not limited to, pornographic, sexual, violent or criminal content and racist, sexist or otherwise discriminatory material.

WHY MUST I DO IT?

To ensure we use our IT and other facilities resources effectively, making sure that our reputation is maintained and to ensure that staff working time is used efficiently on delivering our Charity outcomes.

HOW MUST I DO IT?

1. By checking with your manager or where you have any uncertainty over what is appropriate
2. By complying with the points of this policy
3. You must only make personal use of our IT facilities outside of time you are recording or is designated as your 'working hours'
4. By complying with the points of this policy
5. Closing websites when you are not actively using them
6. By taking care over the sites you are about to open, including reading any information report before opening
7. By deleting such items if you receive them
8. By checking with your manager where you have any uncertainty over what is appropriate
9. By checking with your manager where you have any uncertainty over what is appropriate
10. If you are not sure if you are authorised to disclose information, speak with your manager in the first instance
11. If you are faxing information outside your immediate office, always make sure that there is someone waiting at the other end to receive it. For other devices, if there is no secure release facility which requires you to be present, you must ensure you wait for the process to complete and remove any originals and copies from the equipment.

12. Check that equipment has been tagged or marked as an accepted and managed device before insertion/connection.
13. IT controls should prevent your ability to download anything harmful, but if in doubt, contact your manager in the first instance.
14. If you wish to utilise Organisation data in a personal capacity, you must make a formal request for information to the Organisation.

WHAT IF I NEED TO DO SOMETHING AGAINST THE POLICY?

If you believe you have a valid organisational reason for an exception to these policy points, having read and understood the reasons why they are in place, please raise a formal request to HR.

BREACH STATEMENT

Breaches of Information Policies will be investigated and may result in disciplinary action. Serious breaches of Policy may be considered gross misconduct and result in dismissal without notice, or legal action being taken against you.