



## INTERNET & EMAIL USAGE POLICY

### INTRODUCTION


- 1) This Policy contains important rules covering electronic mail services ('e-mail') and access to the Internet. Many of the rules apply equally to the other methods of communicating with the outside world such as by letter, fax and telephone.
- 2) Gews Ltd reserves the right to designate those users to whom it will provide Internet access and e-mail. Access may be revoked at any time to persons who misuse the system. In any event Gews Ltd reserves the right to withdraw Internet access and e-mail from any user. Any e-mail or Internet account associated with Gews Ltd or assigned by the Company to individuals, is the property of the Company. Any information originating from those accounts is also the property of the Company.
- 3) This Policy explains how e-mail and Internet access should be used. It explains what you are allowed to do and what you are not allowed to do. It is vital that you read this Policy carefully. You will be deemed to have read it within 30 days of receipt. If there is anything that you do not understand, it is your responsibility to ask.
- 4) Failure to comply with the rules set out in this Policy:
  - a) may result in legal claims against you and the Company; and
  - b) may lead to disciplinary action being taken against you, which may include dismissal.

### OUR PRACTICE

- 1) E-mails sent by and received to "yourname@gews.co.uk" will be checked on a regular basis. Even if they are deleted they can be checked by the service provider. If you have been given Internet access you can set your home page to a preferred homepage with the consent of the management and IT Departments permission.

### PRIVACY


- 1) By accessing the Internet and electronic mail services through facilities provided the user acknowledges that the Company can monitor and examine all individual connections and communications. This may be done at any time without prior notice.
- 2) E-mail can be inadvertently sent to the wrong address. Someone other than the intended recipient may also read it.
- 3) Caution must be exercised in communicating personal and confidentially sensitive information when using e-mail systems that are not protected by encryption and digital signature technologies.

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## GENERAL RULES: DOS AND DON'TS

- 1) The Company e-mail system is primarily for business use. The use of e-mail and the Internet for private is prohibited. Occasional and reasonable personal use is permitted provided that this does not interfere with the performance of your duties. (i.e. during breaks)
- 2) If you send a personal e-mail, start or sign off the e-mail with the following statement: "Personal e-mail". This e-mail is personal. It is not authorised by or sent on behalf of the sender's employer. This e-mail is the personal responsibility of the sender."
- 3) Ask yourself, before sending an e-mail, how you would feel if your message was read out in Court. E-mail messages may have to be disclosed in litigation.
- 4) Obtain confirmation of receipt for important e-mails sent and keep hard copies of important e-mails sent and received.
- 5) Keep all passwords secure.
- 6) Check your e-mail on each working day or arrange for a duly authorised person to do so on your behalf. Reply promptly to all e-mail messages requiring a reply. Where a prompt detailed response is not possible, send a short e-mail acknowledging receipt and giving an estimate of when a detailed response will/should be sent.
- 7) Do not impersonate any other person when using e-mail or amend messages received.
- 8) Do not create e-mail congestion by sending trivial messages or personal messages or by copying e-mails to those who do not need to see them.
- 9) Do not access the World Wide Web for purposes other than those for which you are employed.
- 10) Do not deliberately visit, view, or download any material from any Web site containing sexual or illegal material or material, which is offensive in any way whatsoever.
- 11) Do not subscribe to any bulletin boards, newsgroups or any other Internet service of any kind whatsoever without prior permission from Senior Management or the IT Department.
- 12) **Do not download software onto the practice's system without the prior permission of Senior Management, or the IT Department. This includes software and shareware available for free on the Internet.**

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## HARASSMENT

The Companies policy is that harassment for reasons of a sexual or racial nature or pertaining to a disability will not be allowed or condoned. The use of e-mail for sexual or any other form of harassment is barred. If you receive or have knowledge of e-mails containing messages which could amount to harassment or otherwise inappropriate messages you should report this information straight away to senior management & the IT Department.

## DEFAMATION

Defamation is the publication of an untrue statement tending to lower the subject of the statement in the estimation of right-thinking members of society generally or causing him or her to be shunned or avoided. If an e-mail contains a defamatory statement then this will constitute libel & the author of the e-mail will be legally liable for any damage it causes to the reputation of the individual concerned.

## COPYRIGHT

The law of copyright applies to publications in digital and electronic form in the same way as it does to books and other forms of publication (including computer software). You are not permitted to download software onto the Companies system without the prior permission of senior Management or the IT department. You should also ensure that any other publications accessed on the Internet are not subject to copyright before they are used by you. If you have any doubt as to whether a publication is subject to copyright you should first obtain authorisation from Senior Management.

## ENTERING CONTRACTS


Although e-mail is widely thought of as an informal means of communication it is capable of forming or varying a contract in the same way as a written letter. You must ensure that you only send e-mails forming or varying a contract if you have been authorised to do so by Senior Management.

## PORNOGRAPHY

The downloading and/or circulation of pornography is not permitted and any employee involved with the downloading and/or circulation of pornography will be disciplined. It is a criminal offence to publish obscene or paedophilic material and any employee involved in the downloading or transmitting of such material will be dismissed immediately for gross misconduct.

## Amendments

The Company may amend this Policy at any time.

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# Gwynedd Environmental Waste Services Limited

SIGNED: Gwil Thomas

POSITION: Director of Compliance, Regulation, Health & Safety

DATE: 10 January 2022

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