

# **PADDOCK WOOD TOWN COUNCIL**

## **Personal Use of Computers**

Computers are provided to members of staff to carry out authorised business functions. The equipment should not be used by anyone other than a staff member or someone authorised to act on behalf of the Town Council

### **Acceptable use**

The Town Council accepts that some personal use, including use of the Internet and external e-mail will occur within certain parameters. This should only occur when computers are not needed for office work, within your own time. It is also accepted that some limited use of the e-mail system may occur in normal working hours. Nevertheless, as a generality, personal use should not be frequent or excessive.

The following points should be noted:

The purpose for personal use should be limited to during your own time.

You must not use office computers or services for outside business interests; however it would be acceptable to prepare letters, use a spreadsheet or prepare other documents for personal use.

External personal e-mail should not be encouraged, for example, by giving out your business e-mail address to personal contacts or signing up for e-mail alerts. Any personal e-mails should be short with no large attachments such as photos.

Personal usage should be within the bounds of the law and decency. You should ensure appropriate courtesy and respect to others.

No sexually explicit or racist material, indecent images of children or any material likely to cause offence or embarrassment to others should be created, downloaded or accessed.

You should only visit chat rooms or social networking sites directly related to work purposes, such as Data Protection and Freedom of Information.

It is sensible advice to point out that when you use the office computer equipment for personal purposes you should do only those things you would not mind your employer knowing about.

Only staff and members who have signed the policy may use Council owned computers.

Failure to abide by the terms of the policy may result in disciplinary action for staff.

**Access for Information Request compliance**

If you intend to keep copies of non work related emails or other documents on your computer, you should give thought to the possibility that they may need to be made available if the office receives a request under the Freedom of Information Act.

I confirm receipt of the Council's computer usage policy and agree to abide by its terms.  
Please sign and return the original to the Town Clerk, and keep the copy for your own records.

Signed:

Date: