

## WILTSHIRE COUNCIL

### STAFFING POLICY COMMITTEE

11 January 2012

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#### **Acceptable Usage policy – for email, internet and computer use**

##### **Purpose of Report**

1. This report presents changes to the existing email, internet and computer use policy.

##### **Background**

2. The current email, internet and computer use policy is a contractual policy which all users have to agree to before they can access the Wiltshire Council computer network.
3. Following a recent review of the whole suite of information security policies, Wiltshire Council's information assurance team found that a number of the policies are too long and technical. This is believed to be at least partially responsible for low levels of awareness amongst staff.

##### **Main considerations**

4. The Information Assurance team, with support from the policy team has revised the policy to make it more accessible.
5. The name of the former "email, internet and computer use policy" has been changed to "Acceptable Usage policy – for email, internet and computer use" which is the standard policy title used across large organisations for this type of policy.
6. The policy has been put into the standard HR policy format, is in plain English and appropriate to the audience whilst still containing the key elements required to comply with security standards which we are audited against as a council.
7. The revised policy is much shorter, with specialist technical areas such as networking, firewalls etc. being moved into sub policies which can be accessed by employees who specifically require information about these areas.
8. The information assurance team are reviewing the way in which this policy is communicated to employees.

9. The aim is for the policy to be included in the corporate induction and for employees to be required to complete a short e-learning module (similar to the one currently used for fire/bomb and DSE training) prior to signing up to the policy.

### **Consultation**

10. These policies have been reviewed by key stakeholders including IT, HR na the HR Stakeholder panel
11. The unions agreed this policy via the Joint Consultative Committee on 21 December 2011.

### **Environmental Impact of the Proposal**

12. None

### **Equalities Impact of the Proposal**

13. No negative impacts have been identified.

### **Risk Assessment**

14. None

### **Financial Implications**

15. None

### **Recommendation**

16. To recommend that Staffing Policy Committee approve the changes to the policy and procedure.

**Barry Pirie**  
**Service Director**  
**HR & OD**

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**The following unpublished documents have been relied on in the preparation of this report: None**