

Central Tablelands *Water*



Email and Internet Policy

Policy Title:	Email and Internet Policy	
Responsible Officer:	Director Finance and Corporate Services	
Adopted:	Date:	Minute Number:
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Objectives

Council's Email provides a convenient and efficient means of communicating internally with Staff and externally with other Councils, organisations and individuals. Email messages are official records of Councils Business: legislation requires Council to be accountable for that business.

Email that is sent or received contains information regarding business activities, and therefore is evidence of a business transaction in a court of law: they are subject to legal processes.

Email and Internet Policy Statement

1. All Staff that have access to Email and Internet have a responsibility to maintain the integrity of the records system.
2. Use of Email and Internet by Staff, is authorised and encouraged where such use is appropriate for business purposes and supports the goals and objectives of Council.
3. Email and Internet will be incorporated into the records system if it provides evidence of Council's business activities.
4. Email and Internet that becomes Council's records must be retained in accordance with the approved retention periods listed in the General Disposal Schedule issued by State Records.
5. Email and Internet are part of Council's computer network and all information processed, transmitted or stored in the system is the property of Council.
6. Email and Internet must not include any material or information which is offensive, racist or discriminatory. Such behaviour is unacceptable and will result in disciplinary action.
7. Email and Internet that is retained as Council's records are accessible to the public under Government Information (Public Access) (GIPA) Act and Privacy Legislation.

Procedures for the use of email

1. Email should be treated with the same significance as a Council signed letter.
2. Council Email will be printed and included in the mail registration process
3. Email is a business tool. Staff must make sure that email is brief, concise and business related and is kept in the system only as long as required.
4. Email should not be assumed to be secure and viewing by third parties may occur. Staff should be aware of the potential risks involved in sending confidential or sensitive information.
5. Email may continue to exist long after it has been deleted. Deletion eliminates the email or file name from the computer directory but the information still exists in the backup system until it has been overwritten.

6. Email is subject to the full range of laws applying to other communications, including copyright, breach of confidence, defamation, privacy, contempt of court, harassment and criminal laws.

Procedures for the use of Internet and Social Media

1. Internet use will be for Council business purposes. Limited Staff private use may be endorsed by their supervisor, subject to it not interfering with normal Council business.
2. Each internet session will be as brief as possible.
3. Staff will not upload, download or transmit commercial software or copyrighted materials, without the authority of the owner of the software or material.
4. The private use of I-Phones, Tablets and accessing social media such as 'Facebook' etc is restricted to tea breaks and lunch breaks and should not interfere with employees' duties during working hours.