

# **Acceptable Usage Policy**

## **GREENSIDE CRICKET CLUB**

This **Acceptable Usage Policy** covers the security and use of all Greenside Cricket Club's information and IT equipment. It also includes the use of email, internet (internet meaning website & social media accounts), voice and mobile IT equipment. This policy applies to all Greenside Cricket Club's employees, volunteers, contractors and agents (hereafter referred to as 'individuals').

This policy applies to all information, in whatever form, relating to Greenside Cricket Club's business activities worldwide, and to all information handled by Greenside Cricket Club relating to other organisations with whom it deals. It also covers all IT and information communications facilities operated by Greenside Cricket Club or on its behalf on site and off site.

### **Individual's Responsibility**

All User must create a responsible ID and password which is tailored to a level of high security as a means of data protection.

#### **Individuals must not:**

- Allow anyone else to use their user ID and password
- Leave their user accounts logged in at an unattended and unlocked computer.
- Use someone else's user ID and password to access the platform.
- Leave their password unprotected (for example writing it down).
- Perform any unauthorised changes to Greenside Cricket Club's website platform or information.
- Attempt to access data that they are not authorised to use or access.
- Exceed the limits of their authorisation or specific business need to interrogate the system or data.
- Connect any non authorised device to the Greenside Cricket Club's website platform.
- Store user's data on any non-authorized equipment.
- Give or transfer Greenside Cricket Club's data or software to any person or organisation. Outside of Greenside Cricket Club without the authority of the same.

### **Internet and email Conditions of Use**

Use of Greenside Cricket Club's website and email is intended for business use. Personal use is permitted where such use does not affect the individual's business performance, is not detrimental to Greenside CC in any way, not in breach of any term and condition of employment and does not place the individual or Greenside Cricket Club in breach of statutory or other legal obligations.

All individuals are accountable for their actions on the internet and email systems.

### **Individuals must not:**

- Use the website or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which Greenside Cricket Club and the **England Cricket Board** considers offensive in any way, including sexually explicit, discriminatory, defamatory or libelous material.
- Use the website or email to make personal gains or conduct a personal business.
- Use the website or email to gamble.
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the Internet that relates to Greenside Cricket Club to alter any information about it, or express any opinion about Greenside Cricket Club, unless they are specifically authorised to do this.
- Send unprotected sensitive or confidential information externally.
- Make official commitments through the website or email on behalf of Greenside CC unless authorised to do so.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.

### **Mobile Storage Devices**

Mobile devices such as memory sticks, CDs, DVDs and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data.

### **Software**

Members of Greenside Cricket Club must use only software that is authorized. Authorised software must be used in accordance with the software supplier's licensing agreements.

### **Individuals must not:**

- Store personal files such as music, video, photographs or games on Greenside Cricket Clubs IT equipment.

### **Viruses**

The appropriate virus software is implemented by Greenside Cricket Clubs IT facilitators in order to protect and store data safely.

### **Individuals must not:**

- Remove or disable anti-virus software.
- Attempt to remove virus-infected files or clean up an infection, other than by the use of approved Greenside Cricket Club anti-virus software and procedures.

## **Telephone - Conditions of Use**

Use of Greenside Cricket Club telephone equipment is intended for club business use. Individuals must not use Greenside Cricket Club's telephone facilities for sending or receiving private communications on personal matters, except in exceptional circumstances. All non-urgent personal communications should be made at an individual's own expense using alternative means of communications

### **Individuals must not:**

- Use Greenside Cricket Club's telephones for conducting private business.
- Make hoax or threatening calls to internal or external destinations.
- Accept reverse charge calls from domestic or International operators, unless it is for business use.
- Use calls for long distance or premium numbers chargeable to the Cricket Clubs billing account.

### **Actions upon Termination from Greenside Cricket Club**

All Greenside Cricket Club equipment and data, for example laptops and mobile devices including telephones, smartphones, USB memory devices and CDs/DVDs, must be returned to Greenside Cricket Club at termination of contract. This also includes external and playing equipment.

All Greenside Cricket Club data or intellectual property developed or gained during the period of employment/volunteering role, remains the property of Greenside Cricket Club and must not be retained beyond termination or reused for any other purpose.

### **Monitoring and Filtering**

All data that is created and stored on personal computers for the purpose of Greenside Cricket Club is the property of Greenside Cricket Club and there is no official provision for individual data privacy, however wherever possible Greenside Cricket Club will avoid opening personal emails.

Where appropriate, investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. Greenside Cricket Club has the right (under certain conditions) to monitor activity on its website, including internet and email use, in order to ensure security and effective operation by employees/volunteers, and protect against misuse.

Any monitoring will be carried out in accordance with audited, controlled internal processes, the UK Data Protection Act 1998, the Regulation of Investigatory Powers Act 2000 and the Telecommunications (Lawful Business Practice Interception of Communications) Regulations 2000.

This policy must be read in conjunction with:

- Computer Misuse Act 1990
- Data Protection Act 1998

**It is your responsibility to report suspected breaches of security policy without delay to your line management, the IT department, the information security department or the IT helpdesk.**

**All breaches of information security policies will be investigated. Where investigations reveal misconduct, disciplinary action may follow in line with Greenside Cricket Club disciplinary procedures.**

*Policy adopted April 2019*