

WACC POLICY

DIGITAL COMMUNICATIONS

Issued by the General Secretary

2021

E-mails

1. The e-mail system provided by WACC is intended primarily for business communications and should be used for that purpose. Any personal use of the system must not interfere with business-related use.
2. WACC reserves the right to monitor all use of its e-mail facility.

Outgoing messages

3. E-mails must not:
 - a. Be used for the sending of information that is strictly confidential (see also the Data Protection and Confidentiality Policy),
 - b. Include any comments that may be attributable to WACC unless such comments are approved (see also the Public Statements Policy),
 - c. Commit WACC to anything unless the sender is authorised to make such a commitment (see also the Purchasing Policy),
 - d. Contain any message which might be interpreted as discriminatory (as defined in the Equal Opportunities Policy), and
 - e. Include any 'unsuitable' material.
4. To avoid overburdening the e-mail storage facility:
 - a. Trivial messages must be avoided, and
 - b. Unnecessary copies should not be sent (see also the Record Storage and Retention Policy).
5. Copyright material must not be forwarded to third parties without the permission of the copyright holder.

Incoming Messages

6. Care must be taken when opening incoming e-mails as they may contain viruses, and suspect e-mails should be deleted without opening, or as soon as it appears likely that they may be a contaminated.
7. Suspect e-mails must not be forwarded to any other users, replied to, or acknowledged, and the Manager of Administration should be notified of any message that is received that may contain a threat to the computer system.

8. E-mail messages that are no longer required must be deleted to avoid overburdening system storage (see the Record Storage and Retention Policy).
9. E-mails received in error should be returned promptly to the sender.

Internet

10. Internet access is provided for employees to use in conjunction with their job responsibilities; however, personal use is permitted during breaks.
11. Accessing of offensive or inappropriate websites is strictly forbidden at all times.
12. Caution must be taken when utilising information obtained via the internet as such material may not be legitimate.
13. Downloading of software or applications requires the approval of the Manager of Administration.

Websites

14. Login credentials for WACC websites must be kept confidential.
15. Only those employees authorized to do so may post information on WACC websites, other than where contributions are invited, or information attributable to WACC on other websites.