IT Systems Acceptable Use Policy

Policy Owner: Max Butler, County Commissioner
Governing Committee: Board of Trustees
Review: March 2024

About this policy

This Acceptable Usage Policy covers the security and use of all North Yorkshire County Scout Council's IT equipment and systems. This policy applies to all North Yorkshire County Scout Council's employees, volunteers and partners (hereafter referred to as 'individuals').

This policy applies to all information, in whatever form, relating to North Yorkshire County Scout Council's charitable activities, and to all information handled by North Yorkshire County Scout Council relating to other organisations with whom it deals. It also covers all IT and information communications facilities operated by North Yorkshire County Scout Council or on its behalf.

Access Control

Access to the North Yorkshire County Scout Council IT systems is controlled by the use of User IDs, passwords and/or tokens. All User IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on North Yorkshire County Scout Council's IT systems.

Individuals must not:

- Allow anyone else to use their user ID/token and password on any North Yorkshire County Scout Council IT system.
- Leave their user accounts logged in at an unattended and unlocked computer.
- Use someone else's user ID and password to access North Yorkshire County Scout Council's IT systems.
- Leave their password unprotected (for example writing it down).
- Perform any unauthorised changes to North Yorkshire County Scout Council's IT systems 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.
- Give or transfer North Yorkshire County Scout Council data or software to any person or organisation outside North Yorkshire County Scout Council without the authority of North Yorkshire County Scout Council's Board of Trustees.

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Internet and Email Conditions of Use

Use of North Yorkshire County Scout Council internet and email is intended for charity use. All individuals are accountable for their actions on the internet and email systems.

Individuals must not:

- Use the internet 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 North Yorkshire County Scout Council considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Send unprotected sensitive or confidential information externally.
- Forward North Yorkshire County Scout Council mail to personal email accounts (for example a personal Hotmail account).
- Make official or contractual commitments through the internet or email on behalf of North Yorkshire County Scout Council unless authorised to do so.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.

Software

Staff and volunteers must use only software that is authorised by North Yorkshire County Scout Council on North Yorkshire County Scout Council's computers. Authorised software must be used in accordance with the software supplier's licensing agreements. All software on North Yorkshire County Scout Council computers must be approved and installed by the County Commissioner (or designate).

Monitoring and Filtering

All data that is created and stored on North Yorkshire County Scout Council computers and/or Internet and Email systems is the property of North Yorkshire County Scout Council and there is no official provision for individual data privacy.

IT system logging is in place where appropriate, and any necessary investigations may be commenced where reasonable suspicion exists of a breach of this or any other policy. North Yorkshire County Scout Council has the right to monitor activity on its systems, including internet and email use, in order to ensure systems security and effective operation, and to protect against misuse. Any monitoring will be authorised by the County Commissioner (or designate), and carried out in accordance with audited, controlled internal processes and GDPR policies and procedures.

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Digital Asset Registration

All digital assets owned by North Yorkshire Scouts must be registered on our digital asset database and, where applicable, be subject to remote management via either Google Workspace or Microsoft 365.

Policy Implementation

This policy will be issued to all users of North Yorkshire County Scout Council's IT Equipment and Systems. Thereafter, use of North Yorkshire County Scout Council's IT Equipment and Systems will be considered as acceptance of this policy.