



## Management Systems

### Manual

#### Email, Instant Messaging and Internet Policy

Level 1 Manual

Reference	<b>MSP 86</b>
Revision	01
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## INTRODUCTION

Stanmore Ltd relies on Electronic Messaging to communicate both internally to its employees and externally to existing clients, potential clients, suppliers, and other interested parties and provides electronic information and communication systems to facilitate its business needs and interests. These systems include individual computers, the computer network, electronic mail, instant messaging and access to the Internet. For the purposes of this policy these will collectively be known as "the System" and Stanmore Ltd as "the Company".

### A. COMPUTER & E-COMMUNICATIONS POLICY

#### 1. Personal Use

Personal or non-business use of the systems will be kept to a minimum and will not in any way inhibit or interfere with the performance of both the employee and the system.

#### 2. Privacy

The System and all information contained in it (including computer files, e-mail messages, Internet access logs etc.) are the Company's property. It will be understood that this information is subject to the confidentiality set in the applicable Classification Levels which indicates which authorised employees will have access to data stored on the system.

It will also be understood that this information may be monitored, searched, reviewed, disclosed or intercepted by the company at any time and without prior notice for any legitimate purpose.

Legitimate purposes will include:-

- a) Monitoring of performance;
- b) Ensuring compliance with company's policies;
- c) Prevention of misuse of the system;
- d) Troubleshooting of hardware and software problems;
- e) Compliance with legal and regulatory requests for information;
- f) Investigation of disclosure of confidential business, proprietary information, or conduct that may be illegal or adversely affect the company or its employees
- g) Where required for the purpose of fulfilling contractual obligations to clients of the Company
- h) Access to personal information is restricted to authorised persons only

The Company may also gain access to communications deleted from the system if deemed necessary.



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### 3. Security

Users must employ the communication medium that has the appropriate level of security.

- Approved company secure systems [eg: CBPm and CIP, or approved IM and cloud services ] must be used to transfer secure information
- Unsecured email or IM systems [such as Skype] should not be used for information of a secure or confidential nature eg: for passwords, security protocols, etc., or for strategically-sensitive information.

### 4. Use of the system

- The Company's system must not be used to transmit or receive statements that contain any material that is offensive, defamatory, or threatening to others.
- The company expects its employees to display good judgement, common sense and respect for the Company when using the system.
- The system will not be used to communicate statements, messages or images consisting of sexually explicit material, ethnic slurs, or anything that may be construed as harassing, offensive or insulting to others.
- The system will not be used to produce or distribute chain mail, operate a business, or make solicitations for personal gain, political or religious causes or outside organisations.
- No communications will be made that attempt to hide the identity of the sender, or to represent the sender as someone else from the Company.
- The system will not be used to transmit or receive trade secrets, copyrighted materials or confidential information.
- Unauthorised encrypting of messages and use of encryption tools is forbidden.
- Sending messages which promotes terrorism or violent extremism or which seeks to radicalise individuals to these causes will likely constitute an offence will not be allowed under any circumstances
- Sending messages which promote pornography of any kind.

## B. INTERNET POLICY

### 1. Use of the Internet

The Company has provided Internet access to its employees to facilitate communications with clients and others for business-related purposes and to enable employees to research and acquire information needed for activities directly related to the company.



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Internet access must not be used to:

- a) Distribute or communicate confidential information, including personal information, other than to customers, suppliers and other interested parties for the purpose of conducting the Company's business, and always subject to adherence to any applicable Non-Disclosure Agreements [NDAs].
- b) Disseminate or print any copyrighted information in violation of copyright laws.
- c) Engage in any illegal activity.
- d) Download or distribute software without the prior permission of the Information security Manager.
- e) Engage in any activity that may cause network congestion or significantly hamper the ability of others to access and use the system.
- f) Accessing websites or other material which promotes terrorism or violent extremism or which seeks to radicalise individuals to these causes will likely constitute an offence will not be allowed under any circumstances
- g) Accessing websites or other material which promotes pornography of any kind.

Signed: \_\_\_\_\_

dated 18.5.18

Director

