

THE KILMARNOCK LEISURE CENTRE TRUST T/A

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Scottish Charity Number: SC 00 8314
Trust Established 1985

THE GALLEON CENTRE



COMMUNICATIONS

Scope

The Policy applies to all the KLCT Employees, contractors, consultants, agents and any other persons who at any time use or have access to email or the internet during the course of their employment or business dealings with the KLCT, whether such use takes place on the KLCT's premises or elsewhere ("Users").

In respect of the KLCT's Employees, the Policy forms part of each Employee's contract of employment. In respect of other Users, the Policy forms part of the contractual relationship between the KLCT and the User.

Policy Statement

The use of e-mail and the internet are efficient and cost-effective ways of communicating and obtaining information. If properly used, such means of communication are an invaluable business tool. However, improper or inappropriate use of e-mail and the internet can have an adverse effect on the KLCT business. Such use can also have serious legal consequences. This policy has been introduced in order to protect the KLCT against the legal consequences that can arise. The policy is also designed to advise the Employee of the limits of their usage.

Complying with the policy will help protect the Employee and the KLCT. If the Employee is ever unsure about whether anything they propose to do might breach the KLCT's policy, please seek advice first Senior Management.

Since technology and law in this area is subject to change, the policy will be updated from time to time. The KLCT will bring any updated policy to Employees' attention before it is introduced.

Employees are required to comply with the policy at all times whether using the KLCT's IT facilities in the office, on the move or remotely from home. The consequences of failing to comply with the policy are set out below. Employees should be clear that a serious breach of the rules may result in disciplinary action for misconduct, including dismissal.

Procedure

Viruses

Viruses can be introduced into the KLCT's network or transmitted to a third party's system by sending and receiving email and by using the internet. The deliberate introduction of a virus is a criminal offence. Accidental introduction of viruses may, in certain circumstances, give rise to a claim against the KLCT. All Users must take all reasonable steps to ensure that no viruses are transmitted and must follow the KLCT's anti-virus procedures.

Authorised Use

Users are authorised to use email and the internet for the KLCT's business purposes only. Such use must be carried out in accordance with the guidelines issued by the KLCT from time to time. Personal use of email or the internet is not permitted under any circumstances.

OR

Users are entitled to make reasonable personal use of e-mail and internet facilities outwith normal working hours e.g. lunchtimes. Such use must be consistent with this policy. The KLCT reserves the right to discontinue this entitlement for all or some Employees if it views the use of e-mail and internet facilities as excessive or inappropriate.

Unauthorised Use

Email and the internet must not be used for the creation, transmission, downloading, browsing, viewing, reproduction or accessing of any image, material or other data of any kind which:

- is illegal, obscene, pornographic, indecent, vulgar or threatening;
- contains unacceptable content, including but not limited to, sexually explicit messages, images, cartoons, or jokes, unwelcome propositions or any other content which is designed to cause or likely to cause harassment or provocation of any other person or organisation based on sex, sexual orientation, age, race, national origin, disability, religious or political belief.
- is defamatory, slanderous or libelous;
- deliberately introduces viruses into the email or internet systems of the KLCT or any other party or is designed to deliberately corrupt or destroy the data of other users;
- conflicts with the KLCT's commercial interests.
- infringes or may infringe the intellectual property or other rights of another;
- is part of a chain letter, "junk mail" or contains unsolicited commercial or advertising material;
- violates the privacy of other users;
- disrupts the work of other users.

Users must not send emails which make representations, contractual commitments, or any other form of statement concerning the KLCT unless they have specific authority from the KLCT to do so.

Privacy and Monitoring

The KLCT may (i) monitor and record any e-mails which are transmitted over its computer system or (ii) monitor or record the use of the internet by Employees, and the nature of material downloaded from the internet, for the following reasons:-

- To ascertain whether the KLCT's practices, policies and procedures (including this Internet and E-mail Policy) have been complied with;
- To investigate or detect the unauthorised use by any Employees of the KLCT's computer system;

- To secure the effective operation of the KLCT's computer system;
- To determine whether any communication has been made which relates to the business of the KLCT; or
- For the purpose of preventing or detecting crime.

Any e-mails sent by Employees may therefore be intercepted and monitored by the KLCT for any of the above reasons. Accordingly, any messages which are sent are not private. If the Employee wishes a message to be confidential, or if the Employee wishes any internet access to be confidential, they should not use the KLCT's system.

Failure to Comply With the Policy

Any failure on the part of an Employee of the KLCT to comply with the Policy may result in disciplinary action being taken by the KLCT. Depending upon the severity of the offence a breach of the Policy may be considered gross misconduct.

Any failure to comply with the Policy on the part of a User who is not an Employee may result in the immediate termination of the contractual or other relationship between that person or organisation and the KLCT.

Any unauthorised use of email or the internet by a User which the KLCT, at its sole discretion, considers may amount to criminal offence shall, without notice to the User concerned, be reported to the police or other relevant authority.

Telephone Use

Employees of the KLCT must not make or receive personal calls during working hours. The only exception to this is that in an emergency such calls may be made or taken but should be kept to a minimum to delay in dealing with the KLCT's business. Employees are allowed to make occasional calls during their lunch break, but this must not be excessive. Any such personal calls must not disrupt the work of other users and must not involve language which is likely to be offensive, or unacceptable to others. Inappropriate or excessive personal use of the telephone may lead to disciplinary action.

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