**Mearns Kirk Helping Hands**

**Acceptable Use of IT Policy**

This policy covers the security and use of all Mearns Kirk Helping Hands (MKHH) IT equipment. It also includes the use of email, internet and mobile devices. The policy applies to all paid staff, volunteers, group members, those undertaking work on behalf of MKHH (such as external tutors) and those who use our services. It applies to all information, in whatever form, relating to the activities of MKHH, and to all information handled by MKHH relating to people and other organisations with whom MKHH deals.

**Individual Responsibility**

Individuals are accountable for their own actions on MKHH IT systems.

Where passwords or log ins are in use, individuals must not:

* Allow anyone else to use their password or log in.
* Leave their account logged in on an unattended computer.
* Use someone else’s password or log in.
* Leave a password or log in unprotected (e.g. by writing it down).
* Make any unauthorised changes to MKHH systems or information.
* Attempt to access data they are not authorised to view or use.
* Store any data held by MKHH on any non-authorised (non MKHH) equipment.
* Give or transfer any data or information held by MKHH outside of the organisation without the authority of MKHH.

**Internet and Email: Conditions of Use**

Use of MKHH internet and email is intended for business use. Personal use is permitted where it does not affect business performance, is not detrimental to MKHH in any way, does not breach any terms and conditions of employment and does not place either the individual or MKHH in breach of statutory or legal obligations. Individuals are responsible for their own actions on the internet and email systems.

***Individuals must not:***

* Use the internet or email for the purposes of harassment or abuse, or use any profanity, obscenities or derogatory remarks in communications.
* Access, download, send or receive any data (including images) which MKHH considers offensive, including sexually explicit, discriminatory, defamatory or libellous material.
* Use the internet or email to make personal gains, conduct personal business or gamble.
* Use email in a way that could affect its reliability or effectiveness, e.g. sending SPAM.
* Place any information on the internet that relates to MKHH, alter any information about it, or express any opinion about MKHH without authorisation.
* Send unprotected sensitive or confidential information externally.
* Download copyrighted material such as music, film or video files without appropriate approval.
* In any way infringe copyright, trademarks or other intellectual property.
* Download any software from the internet without appropriate authorisation.

**Clear Desk and Clear Screen Policy**

To reduce the risk of unauthorised access to or loss of information, MKHH operates a clear desk and screen policy. Any personal or confidential information must be protected using security features such as passwords, and computers must be logged off when unattended. No confidential material should be left on printers, photocopiers or tables and all such material must be shredded prior to disposal.

**Working Off Site/ Working From Home**

It is accepted that at times laptops and mobile devices will be taken off site. When this is the case, the following controls must be applied:

* Any equipment must not be left unattended in public places and not left in sight in a car.
* Information must be protected against loss or compromise; laptops and phones should be protected by a password or PIN at the least and, where available, encryption.

**When You Leave MKHH**

All MKHH equipment and data must be returned to MKHH when you leave the organization. All data and intellectual property developed or gained during time with MKHH remains the property of MKHH and must not be kept or reused for any other purpose.

It is the responsibility of everyone to report suspected or actual breaches of this policy to either the Project Manager or the Chair of the Board of Trustees. All breaches or suspected breaches will be investigated and, should misconduct be revealed, disciplinary action will follow in line with MKHH *Disciplinary Policies and Procedures.*

***Vicky Attwood***

***April 2018***

***(Reviewed August 2019)***

***(Reviewed April 2020)***

***(Reviewed by MKHH Policy Review Working Group September 2021)***