

BEE ACTIVE

Internet, Instant Messenger & Email Acceptable Use Policy

Bee Active's policy on the use of the Internet and email is set out in the principles and guidance notes below.

It is your responsibility to read this policy carefully and to ask your line manager to explain if there is anything you do not understand. All employees accept this policy upon signing the Contract of Employment.

PRINCIPLES OF USE

- Internet and email use is integral to the effective delivery of services provided by Bee Active.
- Limited personal use of the Bee Active's Internet is permitted subject to these principles and guidance notes.
- Personal use of the Internet is only permitted in your own time (e.g. before or after work and during your lunchtime).
- Any personal use must not, in any way, distract staff from the effective performance of their duties. Improper or inappropriate personal use of Bee Active's Internet systems may result in disciplinary action.
- Email: Employees are not allowed use of the email system for personal communication.
- If you feel you may have accidentally breached this policy, you should contact your line manager immediately, or, in their absence, a Director who will record this information. See Unacceptable Use – Section 5.
- Bee Active keeps copies of all emails and links to web pages viewed and monitors the service constantly.
- Bee Active has in place a process to block categories of internet sites and individual sites if it is deemed appropriate.
- This policy applies to all information technology and communications equipment provided by Bee Active which can access the Internet or send/receive email (e.g. PC's, laptops, PDA's, palm computers, mobile phones with Internet access etc;).
- Any personal information sent via email and the Internet is covered by the Data Protection Act 1998. All staff are required to handle personal information in accordance with the Data Protection Act. Further information about handling personal data is available in the Staff Handbook.
- All employees are required to maintain the good reputation of Bee Active when using Internet and email. Use of email and the Internet which brings Bee Active into disrepute may result in disciplinary action.
- Bee Active reserves the right to withdraw Internet access or email use or any access to Bee Active's computer or communications network, if the user has been found to be in breach of these guidelines.

EMAIL

Personal Use

Personal use of beeactive.co.uk email is not permitted at any time.

General guidance

- Emails should only be kept in your inbox for a maximum of 6 months. Any emails that you need to keep beyond this period should be moved to appropriate file storage.
- Web based email (ie Yahoo, Hotmail etc) is not to be used for the purpose of sending Bee Active information either in the content of the email or by file attachment. This includes the sending of the information to yourself or a third party.
- You must not use the email system in any way that is insulting or offensive. See Unacceptable Use – Section 5.

- You must not use anonymous mailing services to conceal your identity when mailing through the Internet, or falsify (spoof) emails to make them appear as if they have been sent from someone else.
- The content of incoming email is automatically scanned to detect computer viruses. The actual text of the email is not viewed as part of this process.
- If you receive an email that is inappropriate or abusive, you must report it to your line manager immediately, who will take the appropriate action. If the sender is known to you, inform them that they should cease sending the material.
- The content of all emails may be viewed by Bee Active in certain circumstances; for example, in connection with disciplinary investigations or Audit reviews.

Email Disclaimer

A disclaimer is automatically attached to all emails sent from Bee Active informing the recipient that the email is intended solely for them, is confidential, may be legally privileged and may contain personal views that are not those of Bee Active.

Access to email

Where an employee is absent, the employee's line manager may authorise access to an email account to obtain messages that are work-related. The manager will inform the employee of this access on his/her return.

INSTANT MESSAGING (IM)

Instant Messaging is a form of real time communication between two or more people based on typed text. The text is conveyed via devices connected over the Internet or an internal network/intranet.

At present the Company makes use of WhatsApp to communicate questions or announcements that are short and need to be communicated immediately.

IM should not be used as a substitute for email, and when ever possible IM should be sent solely to the person/persons the information concerns as opposed to a group chat.

Senior Coaches are required to capture promotional media from time to time, if this is done on a personal device, the media should be deleted from the devices memory once it has been sent to the Marketing Director. The 'Save Incoming Media' setting should be set to never, Once Media has been published into the public domain by the official platforms then the Media in the chat shall be deleted periodically. You should not upload images or video files of work based activities unless authorised by your line manager. Please see Safeguarding policy for further advice.

INTERNET USE

Personal Use

Personal use of the Internet is not allowed during working hours. You can use the Internet before you start work, during your lunchtime, or after work.

You must not, in any way, distract others from their work.

You must not use Bee Active's Internet or email systems for trading or personal business purposes.

You are advised not to conduct online payments. This is due to the information being stored locally on your computer, which potentially could be compromised, putting the user at financial risk. If you use the Internet to buy goods or services, Bee Active will not accept liability for default of payment or for security of any personal information you provide. Goods must not be delivered to Bee Active's address.

All Internet sessions should be terminated as soon as they are concluded.

Social Networking Sites, Internet Newsgroups, Blogging and Chat Rooms

- Use common sense when posting items. Think about the intended audience and the consequences of making remarks about Bee Active.
- Bee Active encourages use of its own discussion forums but these should not be used excessively or form a distraction from work.
- Remember that the public sites are public forums.
- You must not participate in any discussions that may bring Bee Active into disrepute and you must not give advice or information that you know to be contrary to Bee Active's policies or interests.
- You must not reveal sensitive or confidential information relating to Bee Active or service users.
- You must not discuss work-related items on these sites. Should you become aware of colleagues being involved in such discussions you must report it to your Line Manager immediately.
- If there is evidence of abuse of the use of these sites, disciplinary action may be taken against the individuals concerned.

Filtering Content

Many Internet sites that contain unacceptable content are blocked automatically by the Bee Active's systems. However, it is not possible to block all "unacceptable" sites electronically in all circumstances.

Downloading Material

Downloading of video, music files, games, software files and other computer programs is not permitted unless it is for work related reasons.

Streaming media, such as radio or tv programmes, for non-work related purposes is not permitted.

If you are in doubt about software use or installation, seek guidance from your Line Manager.

Accidental Access to Inappropriate Material

You may receive an email or mistakenly visit an Internet site that contains unacceptable material. If this occurs, you must inform your line manager or a more senior manager immediately.

Your manager will ask you for details relating to the incident and you will be asked how the event occurred. This information may be required later for management and audit purposes.

Copyright

You may be in violation of copyright laws if you simply cut and paste material from one source to another. Most sites contain a copyright notice detailing how material may be used.

UNACCEPTABLE USE

You must not deliberately view, copy, create, download, save, print or distribute any material that:

- is sexually explicit or obscene
- is racist, sexist, homophobic, harassing or in any other way discriminatory or offensive
- contains material the possession of which would constitute a criminal offence
- promotes any form of criminal activity
- contains unwelcome propositions
- involves gambling, multi-player games or soliciting for personal gain or profit
- contains images, cartoons or jokes that may cause offence
- appears to be a chain letter
- brings Bee Active into disrepute or exposes it to legal action

This list is not exhaustive and Bee Active may define other areas of unacceptable use.

MONITORING

Monitoring of email

The company's email system automatically records details of all email sent both internally and externally.

The following details are recorded in respect of every email message:

- name of the person sending the email,
- the email addresses of all recipients and copy recipients,
- the size and name of any file attachments,
- the date and time sent
- a copy of the email,
- a copy of file attachments.

Bee Active may read and inspect individual emails and attachments for specific business purposes or during disciplinary investigations including:

- Establishing the content of transactions,
- Ensuring employees are complying both with the law and with Bee Active's email policy,
- Checking email when employees are on leave, absent or for other supervisory purposes.

Bee Active routinely produces monitoring information, which summarises email usage and may lead to further enquiries being undertaken.

Monitoring Internet Access and Instant Messages

Bee Active records the details of all Internet traffic. This is to protect Bee Active and its employees from security breaches, including hacking, and to ensure that "unacceptable" sites are not being visited.

The logs record:

- the network identifier (username) of the user,
- address of the Internet site being accessed,
- where access was attempted and blocked by the system,
- the Web page visited and its content,
- the name of any file accessed and/or downloaded,
- the identity of the computer on the network and the date and time.

Any excessive or inappropriate use may result in disciplinary action being taken.