



Acceptable Email Use Policy

Use of email by employees of Denholme Town Council is permitted and encouraged where such use supports the goals and objectives of the business.

Denholme Town Council provides an e-mail account to each councillor and employee as a vital tool to fulfil the council's objectives.

However, Denholme Town Council has a policy for the use of email whereby the councillor/employee must ensure that they:

- comply with current legislation
- use email in an acceptable way
- do not create unnecessary business risk to the council by their misuse of the internet

Unacceptable behaviour

The following behaviour by an employee is considered unacceptable:

- use of council communication systems to set up personal businesses or send chain letters
- forwarding of council confidential messages to external locations
- distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal
- distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment
- accessing copyrighted information in a way that violates the copyright
- breaking into the councils or another organisation's system or unauthorised use of a password/mailbox
- broadcasting unsolicited personal views on social, political, religious or other non-business related matters
- transmitting unsolicited commercial or advertising material
- undertaking deliberate activities that waste staff effort or networked resources
- introducing any form of computer virus or malware into the corporate network

Monitoring

Denholme Town Council accepts that the use of email is a valuable business tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the business.

In addition, all of the council's email resources are provided for business purposes. Therefore, the council maintains the right to examine any systems and inspect any data recorded in those systems.

In order to ensure compliance with this policy, the council also reserves the right to use monitoring software in order to check upon the use and content of emails. Such monitoring is for legitimate purposes only and will be undertaken in accordance with a procedure agreed with employees.

Sanctions

Where it is believed that an employee has failed to comply with this policy, they will face the council's disciplinary procedure.