

<b>Action for Children</b>
<b>Policy Name:</b> ICT Security Policy
<b>Document type:</b> Policy
<b>Policy Group:</b> IS
<b>Date issued/last updated:</b> 02/07/2018

## Policy statement:

Action for Children is committed to the safer care of children, young people and their families. The safe use of information and telecommunication technologies is a vital part of this. The inappropriate use of ICT for the transmission of or access to information which is in conflict with Action for Children's Data Security Policy, ICT Security Policy or ICT Security Standards, is a breach of the organisation's Code of Conduct.

The Corporate ICT Security Policy and Standards are non-negotiable.

This Policy and the Corporate Standards apply to all employees of Action for Children and all users of Action for Children information communication technologies.

The Internet, Email and Intranet are Action for Children's business systems, as are the workstations, tablets, laptops, telephones, mobile phones and smartphones provided by Action for Children. The provision of these telecommunications systems and the equipment on which they operate are for Action for Children business purposes only. Employees and users have no right to privacy in respect of any communications sent or received, whether by email, internet, telephone or any other method.

Action for Children is able to, access, review, log, copy, delete, investigate or audit any systems access and messages, and will do so as required for the operation of the charity. This may result in this information being disclosed to persons outside of Action for Children if it is deemed appropriate and or necessary.

Employees / users are authorised to use the systems for occasional or emergency personal use where this does not interfere with the proper completion of their duties. In the same way employees may make short, important UK personal telephone calls. However, Action for Children reserves the right to withdraw the personal use facility where it is considered by line management that there is abuse of use or where it interferes with Action for Children business.

Employees/users are required to comply with the Corporate Policy and Standards. Failure to do so will be treated as a conduct matter and may be dealt with under Action for Children Disciplinary Code.

## Synopsis:

The ICT Security Policy:

- Establishes a corporate policy for the usage of all ICT equipment by staff within Action for Children.
- Refers to the ICT Security Standards which are designed to enforce this policy.

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### Scope:

This policy applies to all staff, volunteers or others carrying out duties on behalf of Action for Children, whether paid or unpaid and in any capacity.

### Content:

- Policy

### Related Policies:

- Code of Conduct
- Data Security Policy
- ICT Security Standards

### Other Important information about this policy:

**Approved by:** Vivienne Hoskins  
**Date approved:** 29/06/2018  
**Date issued:** 02/07/2016  
**Date to be reviewed:** 31/10/2018  
**Current contact:** vivienne.hoskins@actionforchildren.org.uk

*Note: This Policy was developed and approved by Action for Children for internal use. It is believed to be an accurate reflection of the legislation and other relevant regulatory requirements at the time it was approved. It should not be incorporated into or used by other organisations without permission. It applies to all staff and volunteers working for Action for Children (the charity) as well as those employed by its associated trading companies, unless specifically stated otherwise.*