

## Electronic Communications User Policy



June 2010

Issued by Personnel & Development

This policy covers the use of all electronic communications equipment and accessories used by Kent County Council (KCC) employees in the course of their duties whether they are office based or working remotely.

The policy is designed to protect your rights, the rights of others and to ensure integrity, confidentiality and availability of KCC's electronic communications and systems. You should read this along with our [Electronic Communications User Guidance](#), [Social Media Use Guidelines](#), [Information Security Policy](#) and [Virus Reporting Procedure](#).

### Policy Statement

'Electronic Communications' equipment for the purposes of this policy includes, but is not restricted to, desktop computers, laptops, PDAs, Blackberries, fax machines, telephones, mobile phones, voicemail, software, internet (including Social Media Use), intranet (KNet), email and any other electronic devices.

### KCC's Responsibilities

KCC's primary responsibility is to provide electronic communications equipment that assists you in working effectively in your role, supporting the business and the public. Every effort is made to ensure the equipment you use is maintained and you are trained and supported in its use.

### Your Responsibilities

Users of KCC 's electronic facilities and equipment must respect and follow our policy on use at all times. Misuse of equipment or resources will result in disciplinary action and dismissal in the most serious of cases.

Your access to electronic facilities is personalised to you through log-ins user accounts and passwords which must not be shared.

Access to the internet is permitted only through the official service provided by KCC.

### Using KCC's Electronic Communications Equipment Personnel & Development

We expect our employees to act professionally at all times when using electronic communications equipment and resources. Participation in activities that bring us into disrepute or contravene any of our policies or the law will result in disciplinary action being taken against an individual or individuals. Serious cases will result in dismissal for gross misconduct. KCC's Electronic Communications User Guidance and Social Media Guidelines set out our standards for using our electronic equipment and resources.

KCC expects its employees to behave responsibly when using KCC's electronic communications equipment and resources and to be held accountable for their actions.

#### Personal Use

The equipment and resources we provide are to enable employees to conduct KCC business. Limited personal use in line with our Electronic Communications User Guidance provided it is during breaks and with line manager permission.

#### Monitoring

KCC undertakes regular monitoring of the use of its electronic communication systems and equipment for lawful reasons to protect the integrity and security of the systems and to investigate suspected unauthorised or inappropriate use by employees.

We expect employees to behave responsibly when using KCC's electronic communications equipment and resources and to be held accountable for their actions. Line managers also have a responsibility for monitoring the use of electronic communications and ensuring employees are aware of their responsibility particularly when accessing or inputting sensitive data (e.g. client systems, payroll).

#### Advice & Support

If you are not clear about how you should use KCC's electronic communication systems or devices, you can contact your line manager, Corporate Communications, the ISG Service Desk or Personnel Business Support teams.

If you want to report misuse of KCC's electronic communication systems you should raise it in the first instance with your line manager or a Directorate Contact Point identified in our [Whistleblowing Procedure](#).