
IT Acceptable Use Policy

What you are permitted and prohibited from doing when you use Llantwit Fardre Community Council's IT systems and the consequences of breaking the rules

Introduction

All users of Llantwit Fardre Community Council's infrastructure and facilities are bound by the provisions of its policies in addition to this Acceptable Use Policy. Llantwit Fardre Community Council seeks to promote and facilitate the positive use of Information Technology in the interests of supporting the delivery of Community Council services to the highest standards. This also requires appropriate and legal use of the technologies and facilities made available to Staff and third parties.

Unacceptable Use

Llantwit Fardre Community Council's infrastructure may not be used directly or indirectly by a User for the download, creation, manipulation, transmission, or storage of.

- 1) any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material.
- 2) unlawful material, or material that is defamatory, threatening, discriminatory, extremist or which has the potential to radicalise themselves or others.
- 3) unsolicited "nuisance" emails.
- 4) material which is subsequently used to facilitate harassment, bullying and/or victimisation of a member of the Llantwit Fardre Community Council team or a third party.
- 5) material which promotes discrimination on the basis of race, gender, religion or belief, disability, age or sexual orientation;
- 6) material with the intent to defraud or which is likely to deceive a third party.
- 7) material which advocates or promotes any unlawful act;
- 8) material that infringes the intellectual property rights or privacy rights of a third party, or that is in breach of a legal duty owed to another party; or
- 9) material that brings Llantwit Fardre Community Council into disrepute.

Llantwit Fardre Community Council's network must not be deliberately used by a user for activities having, or likely to have, any of the following characteristics:

- 1) intentionally wasting staff effort or other Llantwit Fardre Community Council's' resources;
- 2) corrupting, altering or destroying another user's data without their consent;

- 3) disrupting the work of other users or the correct functioning of the Llantwit Fardre Community Council's' network; or
- 4) denying access to the Llantwit Fardre Community Council's' network and its services to other users.
- 5) pursuance of private commercial activities not related to Llantwit Fardre Community Councils .
- 6) introduce data-interception, password-detecting or similar software or devices to the Llantwit Fardre Community Council's Network.
- 7) seek to gain unauthorised access to restricted areas of Llantwit Fardre Community Council's' Network;
- 8) access or try to access data where the user knows or ought to know that they should have no access;
- 9) conduct any hacking activities or intentionally or recklessly introduce any form of spyware, computer virus or other malicious software.

If a member of Llantwit Fardre Community Councils believes they may have encountered breaches of any of the above, they should immediately make this known to the Data Protection Officer clerk@llantwitfardre.cc

Consequences of Breach

In the event of a breach of this Acceptable Use Policy by a user Llantwit Fardre Community Council's may at its sole discretion:

- a) restrict or terminate a user's right to use the Llantwit Fardre Community Council's Network;
- b) withdraw or remove any material uploaded by that user in contravention of this Policy; or
- c) where appropriate, disclose information to law enforcement agencies and take any legal action against a User for breach of this Policy, including but not limited to claiming all costs, fees and disbursements (including but not limited to legal fees) connected therewith. In addition, where the user is also a Llantwit Fardre Community Council's staff member or third party, Llantwit Fardre Community Council's may take such action, disciplinary or otherwise as it deems appropriate, and which is in accordance with Contract and Statute.

Definitions

Llantwit Fardre Community Council's Network – all computing, telecommunication, and networking facilities provided by Llantwit Fardre Community Council's with particular reference to all computing devices, either personal or Llantwit Fardre Community Council's ' owned, connected to systems and services supplied by the Council.

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