

EAST HERTS COUNCIL

LOCAL JOINT PANEL - 18 JUNE 2008

REPORT BY SECRETARY TO THE EMPLOYER'S SIDE

7(A) ACCEPTABLE USE POLICY FOR E-MAILS

WARD(S) AFFECTED: (NONE)

RECOMMENDATION - that (A) the policy be approved for adoption; and

(B) that staff training be organised for the implementation of the Policy

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1.0 Purpose/Summary of Report

1.1 The purpose of the Policy is to have an agreed set of rules on how e-mail should be used.

2.0 Contribution to the Council's Corporate Objectives

2.1 Details of the how the report contributes to one or more of the Council's key objectives detailed below should be outlined.

Improve the health and sustainability of the organisation by protecting the Council's computer system from attack by a computer virus. To protect the reputation of both the council and its employees.

3.0 Background

3.1 This policy meets various legislative requirements, including: The Data Protection Act (1998) The Human Rights Act (1998) The Regulation of Investigatory Powers Act (2000) The Freedom of Information Act (2000) Telecommunications (lawful business practice), (interceptions of communications) Regulations 2000.

4.0 Report

4.1 A report is attached at Appendix 'A' (Pages 7.3 - 7.15) which sets out the basis for the introduction of such a policy.

## 5.0 Consultation

5.1 Consultation has taken place with Unison, CMT and Heads of Service

## 6.0 Legal Implications

6.1 There are no legal implications.

## 7.0 Financial Implications

7.1 There are no financial implications.

## 8.0 Human Resource Implications

8.1 There has been consultation with Human Resources and/or Unison and there are no implications.

## 9.0 Risk Management Implications

9.1 If the Policy is not adopted the council may be in breach of legislation.

## Background Papers

Appendix 'A' Acceptable use Policy for E-Mail (Pages 7.3 - 7.15)

Appendix 'B' E-mail Policy: Quick Guide and Best Practice (7.16 - 7.18)

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