

Acceptable Use of Volunteer Action's IT and Social Media

Date this policy comes into effect:	July 2019
Next review	July 2022

We need to ensure that our IT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Our systems are provided primarily for Volunteer Action use but we do recognise that volunteers may use our computers for browsing during quiet times in the office.

We know you will use your common sense in what is appropriate use but please note the following guidelines which apply to all users, paid staff and volunteers:

- Volunteer Action may monitor usage, including emails
- You will never disclose usernames or passwords to anyone
- You will immediately report any illegal, inappropriate or harmful material and will not engage in any on-line activity that may be considered unprofessional
- You will always be professional in electronic communications
- Please do not open any attachments to emails unless the source is known and trusted
- Please do not make large downloads nor install any programs

Acceptable Use of Social Media

We know that most people now have some form of social media account and we encourage the responsible promotion of Volunteer Action on social media. It is important to remember that we are all ambassadors for the charity and that social media is never private.

This policy applies to the use of social media both for volunteering and personal purposes. The policy applies regardless of whether the social media is accessed using our IT facilities and equipment or equipment belonging to volunteers.

You may be required to remove postings which are deemed to constitute a breach of this policy.

Please use your common sense when posting. In particular:

- We want you to help protect our reputation. You must not post disparaging or defamatory statements about Volunteer Action, our staff, our clients, volunteers or members past or present
- You should avoid social communications that might be misconstrued in a way that could damage our reputation, even indirectly.
- You are personally responsible for what you communicate on social media – as part of your role or on personal sites.
- If you plan to use a photo or a quote from someone on social media, you must obtain their consent first.
- Please do not tag anyone in photos on social media.



- Remember that you must respect confidentiality at all times and protect confidential information.
- If you are uncertain or concerned about any post you're about to make, don't post it. Speak to the manager first

I have read and understood this policy and agree to use Volunteer Action's IT systems and all social media within the guidelines provided. I understand that if I fail to comply with this policy, I could be subject to disciplinary action.

.....

Your name

Your signature

.....

Dated