

Rodborough Parish Council E-Mail and Internet Policy

Workplace e-mail and Internet access belong to the employer Rodborough Parish Council therefore the following policies are agreed:

The system belongs to Rodborough Parish Council and employees can have no expectation of privacy.

The system is to be used for work-related items only, unless permission has been given by the Line Manager for personal use.

Rodborough Parish Council may conduct occasional monitoring of system activities.

Downloading or passing along offensive materials will result in disciplinary action.

No one may download software or open an “.exe.” file from an outside source without the system administrator’s permission.

No one may transmit Council information without the permission of a designated officer.

The System Administrator is : Theresa Mansbridge

Designated Officer is : Theresa Mansbridge