

**INTERNET USAGE POLICY**

<b>First issued by/date</b>	<b>Issue Version</b>	<b>Purpose of Issue/Description of Change</b>	<b>Planned Review Date</b>
Sept 2013	5	This policy been reviewed and updated in line with planned review date.	November 2018
<b>Named Responsible Officer:-</b>		<b>Approved by</b>	<b>Date</b>
Paul Edwards, Director of Corporate Affairs		Quality Performance & Finance Committee	November 2015
Policy file: <b>Corporate Policy</b>		<b>Impact Assessment Screening Complete - No</b>  <b>Full impact Assessment Required - No</b>	<b>Policy No.</b>  POL025
<p><b>Key Performance Indicators:</b></p> <p>1. Regular monitoring as required</p>			

# Internet Usage Policy

<b>Contents</b>	<b>Page</b>
<b>Introduction</b>	<b>3</b>
<b>Scope</b>	<b>3</b>
<b>Exceptions</b>	<b>3</b>
<b>Internet Usage</b>	<b>3</b>
<b>Internet Usage Monitoring</b>	<b>4</b>

## 1. INTRODUCTION

- 1.1 This document is the Internet Usage Policy of NHS Wirral Clinical Commissioning Group (CCG) and replaces all previous versions.
- 1.2 All staff of the CCG must read, understand and agree to abide by this policy and its rules at all times.

## 2. SCOPE

- 2.1 This policy applies to the following:
  - NHS Wirral CCG staff working on CCG premises
  - NHS Wirral CCG staff not working on CCG premises but using CCG equipment or facilities (e.g. staff working at home on a work laptop)
  - Other individuals using CCG computer equipment or facilities.

## 3. EXCEPTIONS

- 3.1 If NHS Wirral CCG staff are temporarily using the computer systems of another organisation, e.g. a partner organisation, staff should abide by that organisation's own usage policy.
- 3.2 If you wish to request any additional exceptions to the rules within the policy, this should be raised with your Line Manager in the first instance.

## 4. INTERNET USAGE

### 4.1 Browser Software

NHS Wirral CCG uses *Microsoft Internet Explorer* as its preferred browser software. No other browser software should be installed, unless you have been given permission to do so by the ICT service desk.

NHS Wirral CCG may in future make other browser software available to staff, in which case all staff will be informed in advance.

### 4.2 Acceptable Use

NHS Wirral CCG provides staff with internet access to facilitate work on behalf of the organisation. It is expected that you may use the internet to view web sites which are related to NHS activities, health information, or other professional sphere of activity such as finance, HR and others.

Limited personal use (30 minutes – not cumulative) of the internet is permitted during lunch breaks only, provided that it does not conflict with any aspect of staff or the organisation's work.

### 4.3 Unacceptable Use

Staff must not access, display or download material from any web sites or other internet service which contain material which may be considered as offensive. Offensive material includes text and/or images of a pornographic or non-medical sexual or hostile text and/or images relating to gender, ethnicity, race, sex, sexual orientation, religious or political convictions and disability.

The use of social media websites such as Facebook and Twitter are not permitted to be accessed within the workplace, unless prior agreement has been noted by both the ICT Service Desk and Line Manager.

Staff must not access or use on-line gaming sites, which include web based graphical and text games and gambling or betting sites.

The access of sites or services which stream non-work related music, films or television programmes to computers is not permitted.

No access is allowed to commercial based web-email sites and portals, such as Hotmail or Yahoo mail. Staff can however, access any web-based email system that the CCG makes available as an official CCG email system, e.g. Outlook web access.

Staff must not use the CCG's internet facilities to carry out any commercial

concerns or business other than that of the CCG. Use of trading sites such as E-Bay is also covered by this clause.

NHS Wirral CCG staff must not use the CCG's facilities to carry out any political activity.

#### 4.4 **Representation**

If staff are required to participate in work related discussions, it should be noted that this is a representation of the organisation; therefore, staff should take care to be professional and inoffensive in all comments.

#### 4.5 **Intellectual Property Rights**

In using the internet, staff should not post, use or otherwise distribute material in any way which contravenes intellectual property rights. Intellectual property rights include copyright so for example; staff should not re-publish or distribute a document authored by another organisation unless permission has been secured in advance to do so.

#### 4.6 **Blocking of sites**

The CCG and/or ICT service may at any time withdraw the availability of certain sites or systems available on the internet. This will only be done in the interest of the organisation's standards or security processes.

If the blocking of a site or system is detrimental to work duties, this should be reported to line manager in the first instance.

#### 4.7 **Personal Identifiable Information**

Personal Identifiable Information must not be sent over the internet or intranet (for example through a form on a web site or by posting it into a system) unless staff are officially meant to send data as part of their roles and that there are correct security measures in place.

### **5. INTERNET USAGE MONITORING**

5.1 The CCG may at any time carry out continued monitoring of all staff's usage of the internet. This will be in order to ensure compliance with security requirements and to ensure that misuse of the facility does not take place.

5.2 Logs of usage will only be investigated, if required, and will be undertaken by the Senior Management Team of the CCG and/or ICT Service desk staff.

5.3 In exceptional circumstances which warrant formal investigation, logs of usage may be examined by NHS Connecting for Health or by the Police or other legal authority.