

WORCESTERSHIRE PARENT AND CARERS' COMMUNITY

IT USE AND E SAFETY POLICY STATEMENT

Worcestershire Parent and Carers' Community (WPCC) is committed to ensuring the safety of all involved with WPCC in relation to the use of the internet and electronic communications.

Staff, trustees and volunteers will be made aware of this policy as part of their induction. The E-Safety Policy is accessible to parent carers and young people.

E-Safety encompasses a variety of Internet technologies and electronic communications, such as mobile phones, instant messaging, collaboration tools and social networking. It includes the need to make parents, carers, children and young people aware of the benefits, risks and responsibilities of using technology. It also raises awareness to enable them to control their online experience and ensure that they are made aware of potential dangers. Everyone must learn that publishing personal information could compromise the security of themselves and others.

Passwords

WPCC staff and trustees are advised to regularly change passwords, remembering to include at least one uppercase letter, symbol and number.

Work Equipment

All WPCC work equipment must be password protected and all personal information stored on equipment should be stored in password protected files.

Internet Use

Use of the internet by staff of WPCC is permitted and encouraged where such use supports the aims and objects of the charity. However, staff must ensure that they:

- comply with current legislation
- use the internet in an acceptable way
- do not create unnecessary risk to the charity by their misuse of the internet

Unacceptable Use

In particular the following are deemed unacceptable use or behaviour by staff:

- visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material
- using the computer to perpetrate any form of fraud, or software, film or music piracy
- using the internet to send offensive or harassing material to other users
- downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence
- hacking into unauthorised areas
- publishing defamatory and/or knowingly false material about WPCC, your colleagues and/or our members on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format
- revealing confidential information about WPCC in a personal online posting, upload or transmission - including financial information and information

relating to our trustees, members, plans, policies, staff and/or internal discussions

- undertaking deliberate activities that waste staff effort or networked resources
- introducing any form of malicious software into the corporate network

Charity-owned information held on third-party websites

If you produce, collect and/or process charity-related information in the course of your work, the information remains the property of WPCC. This includes such information stored on third-party websites such as webmail service providers and social networking sites, such as Facebook.

The charity maintains the right to monitor the volume of internet and network traffic, together with the internet sites visited. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

Information system security

WPCC's IT's capacity and security will be reviewed regularly.

All computers owned by the charity are protected by anti-virus software which is updated regularly so that family records held on the charity's systems are safe.

Personal data is recorded, processed, transferred and made available according to General Data Protection Regulations Act 2018.

Passwords and network/e-mail usernames will be kept safe and secure.

As staff often work away from the office encrypted memory sticks are used to store personal and charity information.

Communicating via e-mail, social media and mobile phones

Staff have professional relationships with families and their children. Consequently in the course of their employment they should not share personal e-mail addresses or allow access to their profiles on Facebook or other network sites.

Clear and unambiguous language should be used. Nuance and tone in email can sometimes be hard to read, and ambiguity, flirtation, crude humour, ridicule or insulting language should never be used, even in jest. Do not say anything in an email that you would not say face to face.

E-mail sent to external organisations should be written carefully and checked before sending, in the same way as a letter written on headed paper.

The forwarding of chain letters is not permitted.

WPCC Staff, Trustee's and members may use/access remote conferencing programmes. At all times the E Safety Statement must be adhered to

Photographs

WPCC is committed to ensuring that photographs or videos of families and their children represent them appropriately and with due respect.

Photographs or images of children or young people will not be published without the written consent of parents and carers, or young people, as appropriate. Personal information about the individual will not accompany the image.

Simultaneous streaming of images onto a website will not take place. Delayed streaming provides an opportunity for editing inappropriate images.

Any instance of the use of inappropriate images should be reported to the trustees.

Failure to Comply

Failure to comply in any way with this Policy will be considered a serious risk to the safety of a family, children, young people, staff, trustees or the charity. All incidents of non-compliance will be investigated by the Data Protection Trustee

Reviewed November 2024

GDPR policy is also in place