



Association for Agency-Based Counselling
& Psychotherapy in Ireland Ltd

This document is only to be used as a guideline for organisations

Should you require any further support or have any queries please contact Ger Matthews (AACPI National Director)

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Guidelines-Website & Email Policy & Procedures

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11. General purpose

This policy is to establish a guideline for The Company's board members, employees, volunteers, external consultants and any other individual/company in relation to the use of emails and internet completes work on behalf of The Company and uses emails and internet to complete their work.

11.1 Acceptable internet use policy

Use of the internet by employees of (name of organisation) is permitted and encouraged where such use supports the goals and objectives of the business.

The employees must ensure that they:

- Comply with current legislation
- Use the internet in an acceptable way
- Do not create unnecessary business risk to the company by their misuse of the internet



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11.2 Unacceptable behaviour

Use of the internet is deemed unacceptable use or behaviour by employees:

- 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 the organisation, your colleagues and/or our customers on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format
- Revealing confidential information about the organisation in a personal online posting, upload or transmission - including financial information and information relating to our customers, business 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

11.3 Company-owned information held on third-party websites

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

11.4 Monitoring

The organisation accepts that the use of the internet is a valuable business tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the business.

In addition, all of the organisation's internet-related resources are provided for business purposes. Therefore, the organisation maintains the right to monitor the volume of internet and network traffic, together with the internet sites visited. The



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specific content of any transactions will not be monitored unless there is a suspicion of improper use.

11.5 Sanctions

Where it is believed that an employee has failed to comply with this policy, they will face the organisation's disciplinary procedure. If the employee is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record.

You might reference here: Please see our *Disciplinary procedures policy for further information.*

11.6 Agreement

All company employees, contractors, consultants or temporary staff who have been granted the right to use the company's internet access are required to sign this agreement confirming their understanding and acceptance of this policy as part of their contract.

11.7 Email

When Board of Director's, employees, volunteers, or other temporary staff join the organisation they are assigned an company email account. This will be the main address for correspondence of the organisations business.

All the organisation's correspondence will only be sent to the company email account and not to any individuals personal or business email accounts to ensure that all company emails remain secure and are in keeping with GDPR Guideleines.

The company should have an email account that is a secure email account with password protection & security protection. Passwords in most secure email accounts require the password be changed every six months which is in keeping with GDPR Guidelines.

When a board member, employee or volunteers contract ends the organisation, their email account should be deleted. A breach in the use of the company's email will result in discliplinary procedures.



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Do you require all sent and deleted emails to remain on the email account?

