



Internet Access Policy

Access to the Internet will aid you to do your work more efficiently and effectively. It is a medium by which the individual and the Authority can communicate with the outside world. This policy has been put together to guide you to proper use of the Internet avoiding illegal use and visiting inappropriate sites, etc. This policy applies to everyone who works for Snowdonia National Park Authority.

Staff for whom access has been approved by their line manager will be required to abide by the following procedures:

- During their normal working hours, use of Internet facilities will be strictly limited to business purposes; use of the internet facilities outside this period will be at the discretion of the Authority / Section Head
- You will not make use of the Internet or your access to the Internet for personal financial gain
- You will not make use of the Internet or their access to the Internet for any purposes which might be considered to contravene any existing laws of England & Wales, any stated policy of the Authority; or which might be considered offensive to any other staff member (e.g. Criminal Justice & Public Order Act 1994, and Obscene Publication, The Copyright, Designs and patents Act 1988, Computer Misuse Act 1990, Data Protection Act 1998)
- You will ensure that all files downloaded from the Internet are automatically scanned by up-to-date anti virus software prior to use. You should only download programs or software for genuine business needs (no games, screen savers, etc) and ensure that you have prior permission from the Information Systems Manager to install the program.
- If you do find a virus – contact the Information Services straight away.
- Playing computer games on the Internet is prohibited
- Accessing any material which is pornographic, obscene, racist, sexist, grossly offensive or violent is strictly forbidden
- Goods and services must not be ordered via the Internet without consent from the Finance Officer. The Authority's financial regulations apply.

The Authority IS staff will regularly monitor and audit usage of Internet facilities to ensure that abuse of privileges is not occurring. If abuses occur, the IS Manager will immediately report the incident to the Management Team for further investigation. Abuse of privileges granted under this policy will be treated as a disciplinary offence under the Authority's disciplinary procedure.