



Anam Cara Data Protection Policy

PURPOSE.

The purpose of this policy is to define the way in which electronic communications and data are managed in the organisation, and the rights and responsibilities of managers, employees and volunteers.

SCOPE.

This policy applies to all users of the system and database. It covers Internet and e-mail usage, the rules regarding IT systems and the organisation's right to monitor such activity.

PROCEDURES.

The IT infrastructure, including e-mails, database and internet access represent a significant investment on behalf of the organisation. However, the organisation must ensure the systems and access are managed correctly, not abused in how they are used or for what they are used, the parameters and restrictions for their use are defined below.

As in all dealings, at all times employees and volunteers must behave with honesty and integrity, and respect the rights and privacy of others in relation to electronic communication and database information. The organisation reserves the right to monitor all electronic communication and files.

Every user will be given access to the Intranet and/or Internet as appropriate to their job needs. For those who do not have daily PC access, occasional access will be arranged, as necessary, by management.

The Internet is a valuable tool which gives access to an array of information. Access to any inappropriate or obscene sites, or sites with the risk of such material is prohibited at all times.

Accessing or storing any form of electronic file, record or communication which could be deemed to harass or discriminate based on age, gender, race, religion, disability, marital status, family status, sexual orientation or membership of the travelling community is totally unacceptable, and will be subject to disciplinary process.

E-MAILS AND CONTENTS.

The primary purpose of the e mail system is to promote effective communication and this should not be abused. While e mail is a fast and efficient method of communication, it must not be overlooked that it has the same legal effect as written communication. Due to the permanent nature of e mails and the legal implications to the organisation, employees and volunteers, messages should be written and formatted in the same manner as standard written communications. The wording, tone and language should be concise and carefully prepared in order to avoid ambiguity, inaccuracy, claims of defamation, breach of confidentiality and the possibility of offending anyone. No form of discriminatory comment, aggression, harassment or bullying is permitted through e mails.

All emails sent on behalf of Anam Cara will have the following disclaimer displayed

DISCLAIMER.

This is a PRIVATE message. If you are not the intended recipient, please delete without copying and kindly advise us by e-mail of the mistake in delivery. NOTE ; Regardless of content, this e mail shall not operate to bind ANAM CARA PARENTAL AND SIBLING BEREAVEMENT SUPPORT LIMITED to any order or contract unless pursuant to explicit written agreement or government initiative expressly permitting the use of e mail for such purpose.

ELECTRONIC COMMUNICATIONS.

All electronic documentation is now recognised for legal purposes, similar to paper based documentation. This includes internal documents and records as well as external communications. Any abuse will be treated similarly to the falsification of paper records, and will be dealt with under the disciplinary process.

DISCLAIMERS.

It is the organisations policy to have the defined disclaimer attached to every external e mail communication. This provides protection to the organisation in relation to charity/organisation matters, and distinguishes personal views.

CONFIDENTIALITY.

Employees and volunteers are not permitted to register with sites or electronic services in the company/charity name without the prior permission of management. They are not permitted to reveal internal information to any sites, be it confidential or otherwise, or comment on company matters, even if this is during afterhours or personal use. Strict confidentiality applies to all electronic communication and data. All personal information or data registered with Anam Cara in any format, (data base, web forum etc.) will be treated with strict confidentiality at all times.

MONITORING.

The organisation retains the right to monitor and record the activities of all users on the system. It retains the right to monitor (intercept and read) each individual's e mail, Internet and PC activity to ensure the protection of all data, employees and volunteers, and that there is no abuse of privilege.

ABUSE AND DISCIPLINARY PROCEDURE.

Any person found to be abusing the electronic communication system or database will be subject to disciplinary action. This includes any attempt to circumvent system security, including firewalls, put in place to protect the organisation.