The Charity of the Order of The Regular Canonesses
of the Holy Sepulchre of our Lord
Registered Charity Number 1167869

Internet Safety and Security Policy

The Charity recognises that the internet plays a vital role in everyday life; however, its openness can pose threats. The Charity believes an internet use policy can minimise these threats and make the most effective use of the internet. The policy objective is to minimise security risks. The nature of the work of the Charity means that only a relatively simple policy is necessary. The policy will be reviewed regularly.

1. **Policy Aims**

    1.1   The Charity acknowledges the importance of making the internet available to all individuals associated with the Charity (Sisters, employees and so on) for purposes connected with the Charity's business and activities.

    1.2   The Charity recognises that internet access requires proper arrangements for internet security. This policy sets out what these arrangements are.

2. **Policy Specifics/Guidelines**

    2.1   All PCs should be password protected and should have a recognised security system installed (e.g. Norton, AVG)

    2.2   Emails will be password protected and these passwords will be regularly changed.

    2.3   All official charity email communications will carry an email disclaimer.

    2.4   The policies of the Charity will reflect the importance of internet safety and security, e.g. Anti-Bullying Policy, Cyber Bullying, Data Protection Policy (GDPR compliance).

    2.5   Employees will not do private work on charity PCs.

    2.6   Financial access e.g. BACS will be limited to only key personnel identified by the Trustees.

    2.7   Children on one of the charity's sites will only be allowed access to the internet under strict adult supervision.

    2.8   Only individuals identified by Trustees will be allowed to download/install software.

3. **Policy Outcomes**

    The policy aims to safeguard privacy to protect against virus attacks, to defend against identity threats and to avoid spyware, malware and spam. The policy aims to protect the Charity against inappropriate usage of the internet.

4.   **A note on Social Networking**

Social Networking includes blogs, tweets, Facebook, Instagram, and other forms of media sharing. There is a lot of misuse of social networking and a lot of inappropriate material available.

The Charity recognises that individuals may involve themselves with social networking in their private time and requests that everyone uses social networking responsibly.

All individuals associated with the Charity must refrain from making any reference that could bring the Charity into disrepute. This also applies to viewing/downloading any inappropriate material.

5.   **Reporting Problems**

Any issues relating to the implementation of this policy should be reported to the Compliance Co-ordinator, Professor M Alder (michaeldalder@hotmail.com) 01245 363649.

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