



## SHERBORNE GOLF CLUB

### **COMPUTERS AND ELECTRONIC COMMUNICATIONS ACCEPTABLE USE POLICY** **SGC-POL-005**

#### **POLICY STATEMENT**

This policy sets out the Club's guidelines on access to and the use of the Club's computers and on electronic communications. If breaches of the guidelines occur, they will be dealt with under the Sherborne Golf Club rules, section 5.7 Disciplinary Proceedings

#### **Your responsibilities**

The Club's computer systems and software and their contents belong to the Club and they are intended for business purposes only. You are not permitted to use the Club's systems for personal use.

You are not permitted to download or install anything from external sources unless you have express authorisation from a member of the Club's committee.

No device or equipment, including external drives, should be attached to the Club's systems without prior approval.

The Club has the right to monitor and access all aspects of its systems, including data that is stored on the Club's computer systems in compliance with the Data Protection Act 1998.

#### **System security**

You must only log on to the Club's computer systems using your own password which must be kept secret. You should select a password that is not easily broken (e.g. not your surname).

To safeguard the Club's computer systems from viruses, you should take care when opening documents or communications from unknown origins. Attachments may be blocked if they are deemed to be potentially harmful to the Club's systems.

All information, documents, and data created, saved or maintained on the Club's computer system remains at all times the property of the Club.

#### **Use of e-mail**

Where the Club's computer systems contain an e-mail facility, you should use that e-mail system for business purposes only.

E-mails should be written in accordance with the standards of any other form of written communication and the content and language used in the message must be consistent with best practice. Messages should be concise and directed to relevant individuals on a need to know basis.

You should take care when opening e-mails from unknown external sources. Attachments to e-mails may be blocked if they are deemed to be potentially harmful to the Club's systems.

E-mails can be the subject of legal action (for example, claims of defamation, breach of confidentiality or breach of contract) against both the member who sent them or the Club. As e-mail messages may be disclosed to any person mentioned in them, you must always ensure that the content of the e-mail is appropriate.

Abusive, obscene, discriminatory, harassing, derogatory or defamatory e-mails must never be sent to anyone. If you do so, you may be liable to disciplinary action under the Club's rules.



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#### Internet access

You are required to limit your use of the internet to sites and searches appropriate to your membership of the club. The Club may monitor all internet use by members.

You are expressly forbidden from accessing web pages or files downloaded from the internet that could in any way be regarded as illegal, offensive, in bad taste or immoral.

#### Monitoring

Monitoring of the Club's computer systems and electronic communications may take place in accordance with the Club's Monitoring Policy. Please refer to the Club's Monitoring Policy for further details.

#### **Procedure**

##### Misuse of computer systems

Examples of misuse include, but are not limited to, the following:

- sending, receiving, downloading, displaying or disseminating material that discriminates against, degrades, insults, causes offence to or harasses others
- accessing pornographic or other inappropriate or unlawful materials
- issuing false or defamatory statements about any person or organisation via the Club's electronic systems
- unauthorised sharing of confidential information about the Club or any person or organisation connected to the Club,
- unauthorised disclosure of personal data

Any evidence of misuse may result in disciplinary action under the Club's rules. If necessary, information gathered in connection with the investigation may be handed to the police.