



# COMPUTER, E-MAIL AND INTERNET USAGE

## PROCEDURE

- The downloading of active software or documents, in whatever format, on to the organisation's IT equipment must be authorised by the SIRO (Emma Streater)
- The introduction of new software must first of all be checked and authorized by the SIRO (Emma Streater) before general use will be permitted.
- Unauthorized copying of data and/or removal of computer equipment/software will result in disciplinary action; such actions could lead to dismissal.

### **Only NHS mail is allowed for e-mail of confidential patient and staff information.**

The following procedure applies:

- Patient Information – such as reports/images are attached in a zipped folder to e-mails.
- Confidential information is not allowed to be written into the body of an e-mail to avoid accidental viewing by non-intended recipients.
- All NHS mail e-mails must contain an e-mail tag to include a non-disclosure request for e-mails sent in error.
- No member of staff is allowed to share their NHSmail password with another member of staff.
- All e-mails are archived for auditing purposes.

HEM Clinical Ultrasound Service Limited will not tolerate the use of e-mail at work for unofficial or inappropriate purposes, including:

- Any messages that could constitute bullying, harassment or other detriment;
- Accessing or transmitting pornography;
- Personal use (e.g. social invitations, personal messages, jokes, cartoons, chain letters or other private matters);
- Online gambling;
- Social networking;
- Transmitting copyright information and/or any software available to the user;
- Posting confidential information about other employees, the employer or its customers or suppliers.

### **Use of web browsers**

Web browsing is made available for research purposes only, and use of the organization's IT equipment for browsing for personal purposes is permitted only permitted during lunch hours and breaks.

- Only websites known to be reputable may be accessed using the organization's IT equipment, in order to protect the equipment from malicious intrusion. The user must take personal responsibility for determining if the site to be accessed is safe, and failure to take reasonable precautions may result in disciplinary action.
- The availability and variety of information on the Internet has meant that it can be used to obtain material reasonably considered to be offensive. The use of the internet to access and/or distribute any kind of offensive material, or matters not related to the employer's business, will render the individual liable to disciplinary action which could lead to dismissal.

### **Anti-virus, Anti-Spyware and Anti-Malware.**

Anti-virus software has been installed on all computer terminals within the clinic. This software has the capability to quarantine and eliminate malicious threats.

**Contact tech support - If a virus has been discovered and contained, Staff members need to contact: Kenny Smith – 07583378680 [kenny@stevemacmedia.co.uk](mailto:kenny@stevemacmedia.co.uk) - to be assisted in removal of the virus and undertaking a full scan to ensure there is no further threat.**