DIOCESE OF LISMORE

# Acceptable Use of Electronic Communication Systems (Including Email) and Devices Policy

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| **EFFECTIVE DATE** | 1 July 2020 |
| **REVIEW DATE** | 1 July 2023 |
| **POLICY OWNER** | Chancery |
| **APPLIES TO** | This Policy applies to clergy, religious, employees, board members, contractors (as defined and in relation to WHS legislation and a one member corporation), volunteers, work experience students and trainees (**Workers**) of the Diocese. |
| **EXCLUSIONS** | Where an agency or entity of the Diocese has its own policy, the relevant agency or entity policy will apply to Workers engaged by those agencies or entities. In the event of conflict between the policies of agencies or entities and the Diocesan policy, the Diocesan policy prevails. |
| **RELATED POLICIES, GUIDELINES & PROCEDURES** | Code of Conduct<br>Inappropriate Workplace Behaviour Policy<br>Privacy Policy<br>Social Networking Policy |
| **REFERENCE** | *Privacy Act 1988 (Clth)*<br>*Privacy Regulation 2013 (Clth)*<br>*Workplace Surveillance Act 2005 (NSW)* |
| **RELATED FORMS** | There are no forms related to this Policy. |
| **HEADINGS** | Objective<br>Definitions<br>Policy<br>1. Primary Purpose of Systems and Devices<br>2. User Responsibilities<br>3. Personal Use of Communication Systems and Devices<br>4. Use of Personal Communication Systems and Devices<br>5. Workplace Surveillance and Monitoring<br>6. Security and Privacy<br>Breaches of this Policy<br>Revision/ Modification History<br>Approval Date/ Revision History |
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## OBJECTIVE

This policy is to inform Workers engaged by the Trustees of the Roman Catholic Church for the Diocese of Lismore of their obligations and responsibilities when using electronic communication systems and devices for work – related purposes and, in limited circumstances, personal purposes. It also seeks to minimise threats to Diocesan information security and systems and puts users on notice that the Diocese may monitor their use of electronic communication systems and devices.

## DEFINITIONS

**Diocese** means the Roman Catholic Diocese of Lismore and includes without limitation any Diocesan agencies, corporations, entities, parishes, parish corporations and parish entities where the Worker is employed or otherwise engaged.

**Worker** means clergy, religious, employees, board members, contractors, volunteers, work experience students and trainees of the Diocese.

**Electronic Communication Systems** mean, without limitation, email, text messages, online messaging, the Internet and social media.

**Communication Devices** mean, without limitation telephones (mobile, VOIP and otherwise), facsimiles, computers, smart phones and tablets.

## POLICY

### 1. Primary Purpose of Systems and Devices

Diocesan electronic communication systems and communication devices are provided to Workers for business purposes so that they may perform the duties of their position.

### 2. User Responsibilities

When using Diocesan electronic communications systems and communication devices or when using personal electronic communication systems and devices on Diocesan business, Workers are required to:

2.1. comply with Diocesan policy including without limitation the Diocesan Code of Conduct, Inappropriate Workplace Behaviour Policy and Social Networking Policy;

2.2. not seek out, access or send material that may be considered offensive, obscene, pornographic or illegal (for example accessing child pornography), nor engage in activities like gambling or market speculation while using a Diocesan communication system or device;

2.3. not mislead, abuse, vilify, victimise, defame, harass, bully, threaten, intimidate or discriminate others through electronic communication systems and devices;

2.4. not assist others through electronic communication systems and devices to discriminate, harass, victimise or vilify colleagues or any members of the public, or otherwise breach Diocesan policy;

2.5. not infringe Copyright or other intellectual property rights, spam, forward chain, junk mail, transmit offensive jokes, access chat rooms, download video files or livestream from the Internet using Diocesan communication systems and devices (unless part of approved work-related duties);

2.6. where a genuine work-related reason exists that requires a Worker to access sites, material, or download data that would normally be considered inappropriate, the Worker is required to:

(a) obtain written approval from the Diocesan Business Manager or relevant Head of Diocesan Agency or entity prior to accessing the information;

(b) access the information in a private and secure location; and

(c) maintain a record of the access and the approval to access the restricted site or material.

2.7. where a data breach or suspected data breach has occurred comply with the data breach provisions of the Diocesan Privacy Policy; and

2.8. when using Diocesan email, identify their Diocesan position and include the following disclaimer:

*The information contained in the above e-mail message or messages (which includes any attachments) is confidential and may be legally privileged. It is intended only for the use of the person or entity to which it is addressed. If you are not the addressee, any form of disclosure, copying, modification, distribution or any action taken or omitted in reliance on the information is unauthorised. Views expressed are those of the individual sender, and not necessarily those of the Diocese of Lismore, NSW Australia. If you received this e-mail message in error, please immediately notify the sender and delete the message from your computer. Finally, the recipient should check this email and any attachments for the presence of viruses. No liability is accepted for any damage caused by any virus transmitted by this email.*

## 3. Personal use of Communication Systems and Devices

The Diocese permits its Workers minimal use of its electronic communication systems and devices, subject to the Worker:

3.1. keeping personal use to a minimum and not allowing personal use to interfere with the effective and efficient performance of their duties, including without limitation, ensuring that they do not spend excessive periods of time using the communication systems and devices for personal use, download excessive data or livestream data that is unrelated to their work;

3.2. accepting that in pursuing personal use of Diocesan electronic communication systems and devices, that information stored or processed through Diocesan communications systems and devices remains the property of the Diocese;

3.3. ensuring that any personal use is compliant with Diocesan policy;

3.4. immediately complying with any direction to cease the personal use; and

3.5. acknowledging that in using Diocesan communication systems and devices for private use, that the communications or information are not private, and the Worker will not enjoy the same personal privacy protection that they might enjoy if they were using private communication systems or devices for their personal use.

## 4. Use of Personal Communications Systems and Devices

Workers must not use personally-owned communication systems or devices for work related purposes unless:

4.1. the Worker has the prior authorisation to do so from the Diocese; and

4.2. the Workers complies with Diocesan policy including without limitation this policy when using the personally owned communication system or device for work-related purposes.

## 5. Workplace Surveillance and Monitoring

The Diocese regularly monitors and may:

5.1. copy, access or disclose information or files stored, processed or transmitted on its electronic communication systems and devices, including but not limited to, internal or external communications, documents stored on the network, Internet usage, duration and site visits;

5.2. copy, access and remove Diocesan property including without limitation Diocesan emails, electronic files, documents and records from personal electronic communication devices used by the Worker for Diocesan business;

5.3. monitor systems and devices outside of regular business hours;

5.4. monitor personal communications where the communication is through Diocesan communication systems and/or devices; and

5.5. remove any material from its communication systems and devices without notice to the Worker.

### 6. Security and Privacy

To minimise security and privacy breaches, Workers are required when using Diocesan electronic communication systems and devices, or personal electronic communication systems and devices for work-related purposes, to:

(a) not disclose their username and password and not permit another person to use their username or password;

(b) take reasonable steps to protect personal information from misuse and unauthorised access consistent with privacy legislation and the Diocesan Privacy Policy;

(c) lock their device screen or log-out when they leave their device unattended;

(d) use the Blind Copy (bcc) option when sending emails to multiple recipients where disclosure of email addresses impinges upon the privacy of recipients;

(e) ensure that confidential conversations on mobile devices do not take place in public places or where persons who would not normally be privy to the content of the conversation may overhear.

## BREACHES OF THIS POLICY

Breaching this Policy may result in disciplinary action, which may include the termination of employment or engagement and, notification to external agencies including without limitation professional standards associations, regulatory agencies and police.

## REVISION/ MODIFICATION HISTORY

| Date | Version | Current Title | Summary of Changes | Approval Date | Commencement Date |
|---|---|---|---|---|---|
| 1 May 2020 | 1 | Acceptable Use of Electronic Communications Systems (Including Email) and Devices Policy | Initial Policy | 15 June 2020 | 1 July 2020 |
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## APPROVAL DATE/ REVISION HISTORY

Approved by: Bishop Gregory Homeming
Date: 15 June 2020
To be revised: 1 July 2023