

Acceptable IT Use Policy

To ensure best use of the IT resources at the Balmoral Beach Club (Club IT environment) a number of guidelines for usage have been developed. These were adopted by the Balmoral Beach Club board in September 2012.

The Club IT environment is provided to staff, contractors and club members to assist them in carrying out their duties for the Club. It should not be used for personal reasons.

Access to the Internet using the Club IT environment can be requested by providing the details in this document. You may only access the Internet after you have been authorised to do so by the Club IT Convenor in writing.

By using the Club IT environment all Users acknowledge that:

- they have read, understood and agree to comply with this policy and code of conduct and
- The Balmoral Beach Club (BBC) reserves the right to vary these conditions at any time, by publishing and communicating the amended policy and that the continued use of the BBC IT environment following such publication means the User is bound by the amended IT Acceptable Use Policy.

Users

Any user requiring access to the Clubs Administration system will be provided a log on id. Users are accountable for all actions carried out using their log on id.

Users must

- ensure they log off or lock their workstation if they leave it unattended
- apply reasonable security practices to protect any club possessions and/or information in their possession (laptop computers, iPads, iPhones) from unauthorised physical access, theft or damage
- report potential/actual suspected security incidents to the IT Convenor

Users must not:

- use the Club environment in a manner that is contrary to the clubs interests
- perform any actions intended to harm the confidentiality, integrity or availability of the Club IT environment
- deliberately attempt to access resources or information for other than bona-fide club business
- deliberately attempt to by-pass, disable, modify or defeat any security measures in place to protect and/or monitor Club IT environment (e.g. antivirus software etc.)
- use another persons user id or divulge passwords
- allow unauthorised persons (including family members) access to Club IT environment
- remove, transmit or copy Confidential or Persona information from the Club IT environment without authority from the Club secretary (or delegate)
- access, store, copy or be in possession of any material that is illegal, defamatory, discriminatory, inappropriate or offensive (e.g. pornographic material)
- distribute messages (which includes text, pictures, audio, video or voice messages) containing illegal, defamatory, discriminatory, inappropriate or offensive material
- harass or injure the reputation of any club member, Club employee, contactor or customer

Users should not modify any part of the Club IT environment without authorisation, this includes

- installing or deleting software
- connecting unauthorised hardware & devices or

- relocating equipment

Email and Internet usage

- The Club IT environment, including email and internet access, is provided for Club business purposes.
- Users must only use approved email facilities when sending and/or receiving emails for Club business purposes.
- Users should keep use of Internet to minimum
- Users must not download content onto the Club IT environment from Internet sites unless it is related to their duties and work at the club
- Users must respect the legal protections to data and software provided by copyright and licences
- Users must inform the IT convenor of any unusual occurrences

Consequences for Breach of this policy

Non-compliance with this policy may result in disciplinary procedures (including termination of employment if employed by the Club, or termination of membership if a member of the Club)

Security of the Club IT Environment

The Club

- may monitor and log user activity on the internet
- may remove a Users access to the Club IT environment at any time without prior notice
- reserves the right to inspect, record, use and/or disclose any information communicated or stored within the Club's IT environment in the course of investigations, as part of normal business practise, or for any other unlawful purpose it deems fit. The Club may report any suspected illegal activities to relevant law enforcement authorities

Request for Access to Club IT Environment

Name			
Club membership number			
Reason for request to access BBC IT environment			
Period of access			
Mac Address if request is for access of Club internet on own equipment			
		Date	