



## Computer Policy

1. This policy is intended to safeguard Friends of X112's hardware and software. All computer equipment and software is the property of Friends of X112 – staff and volunteers are only authorised to use the packages provided on the system.

Staff and volunteers should ensure documents are created to reflect Friends of X112's house style format. Fonts to be agreed. Headings are in bold and not underlined.

2. If you wish to use anything else on the computers, then you must be authorised to do so by your line manager. This includes loading files and/or software from a non-accredited source.
3. Computer configurations or system changes must be authorised by the Chair or Transport Manager.
4. Staff are permitted to use computer equipment (with the prior authorisation of the Chair) out of working hours ensuring Friends of X112's policy on Health and Safety is adhered to. Personal use of these facilities by an employee for a reasonable and specific purpose will be authorised at the discretion of the Chief Executive.  
The installation or use of personal facilities (i.e. personal e-mail accounts, personal accounts with Internet Service Providers) is not permitted

NOTE: All files are virus-checked by the server.

**This policy is to be read in conjunction with the following policies/documents:**

- Data Protection Policy
- iPads and Laptops Policy
- Health & Safety Policy
- VDU Policy
- Social Media Policy
- Closing of the office procedure
- Computer Use, Internet, Email Policy and Guidance

**Review date: 31/7/2020**