

Volunteer IT Policy

In carrying out your volunteer role with Lagan Valley Regional Park, a small percentage of your time may involve working on LVRP computers. It is therefore important that you are aware of IT security for both your own personal safety and the safety of LVRP staff, computer equipment and data. A detailed IT Security Policy followed by LVRP staff is kept in the office and can be made available to you if you wish.

The full IT Policy applies to all people using LVRP computers.

The main points are listed below and volunteers should have due regard to this advice:

Virus Control

The deliberate introduction of malicious software to a system is a criminal offence under the Computer Misuse Act 1990.

No files should be loaded on to any system from CD or USB unless they have first been virus checked by IT Services.

Protection of Hardware from Accidental Damage

Care should be exercised when eating or drinking near IT equipment. Eating and drinking is not permitted near the server.

All personal computers and printers should be switched off when not in use for extended periods, such as overnight or during weekends, except for the server.

Protection of Data

Data should not be held locally on PCs, as this is not included in the automatic nightly backup of the network servers. Data should be saved to files on the servers.

Volunteers must not alter any data on the server without first consulting a member of LVRP staff.

Any confidential and/or sensitive data will be protected and volunteers will not be able to access this data unless appropriate authority has been given.

Special Considerations for the use of Portable Computers

All previous policy statements also apply to portable computers, as by their nature portable computers are the most vulnerable to theft or loss.

Portable computers should not be left unattended i.e. in a car, hotel room, office or even at home.

Using the Internet

Use of the Internet by volunteers, deemed to be of an illegal, offensive or unethical nature is unacceptable:

Violation of copyright, license agreements or other contracts, for example copying and using software for business purposes, from a site where there is a clear limitation for personal use only;

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Downloading or viewing any information which could be considered illegal or offensive e.g. pornographic or racist material;

Without authorisation invading the privacy of individuals or entities that are creators, authors, users or subjects of the information resources; for example reading the e-mail of another without permission.

With regards to using images of children (under 18 years old) and/or vulnerable adults, permission must be sought from their legal parent or guardian and a consent form filled in. The full details for the use of children/vulnerable adults in video and photography can be found in the Volunteer Policy and Procedure for the Protection of Children and Vulnerable Adults.

Volunteers must use either the name or image of a child/vulnerable adult, not both.

Volunteers are not permitted to use the Internet, LVRP website and/or Facebook for expressing personal or religious views or opinions or political lobbying.

Personal use of the Internet should only be during volunteer's free time and should always take second place to carrying out your volunteer role.

It is not acceptable for resources and, in particular, volunteers time to be wasted in casual surfing/browsing of the Internet. However, personal use is permitted provided all guidelines within this document are adhered to, accesses are minimised and are of a specific nature (as opposed to casual and aimless browsing), i.e. directed to a specific Web page or a particular subject matter.

Volunteers may refer to the IT Security Policy, stored in the LVRP office, for further details if they wish.