

Acceptable Use of Information Technology, Internet and Email Policy

Version 2.0

Approval



Pat Vidgen

Electoral Commissioner

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Version history

Version	Notes	Author	Date of Change
1.0	Version 1 approved In Confluence	Acting Electoral Commissioner	6 August 2013
1.1	Draft 2020 revision	Alex Webling	April 2020
1.2	Consultation versions	Digital Technologies	April 2020
1.3	Draft for SMT	Alex Webling	April 2020
1.4	Corporate Services consultations	Damien Parker	April 2020
2.0	Issued for use	Electoral Commissioner	May 2020

Review

This policy will be reviewed **every two years** from the approval date, or if the relevant regulatory frameworks change in a way that means this policy is no longer contemporary.

Requests for review, additions and alterations should be made to the Executive Director, Digital Technologies, or email to cybersecurity@ecq.qld.gov.au.

Purpose

The use of ECQ provided ICT services, facilities, information and devices is for officially approved purposes. ECQ employee limited personal use or access of these resources may be acceptable where it is able to withstand public scrutiny and/or disclosure.

Rationale

A range of government provided information and communication technology (ICT) services, facilities and devices are available to ECQ employees (permanent, temporary, casual and contract workers) in order to fulfil their functions. The use and management of these resources imposes an obligation of responsibility and accountability. The purpose of this policy is to ensure the implementation of consistent policies and practices in the management of employee use of ICT services, facilities and devices.

The objectives of this policy are to:

- a) Protect employees by informing them of the rights and responsibilities associated with use of intranet, Internet and email services;
- b) Prevent misuse of ECQ assets;
- c) Protect ECQ from legal liability;
- d) Protect intranet, Internet and email services from attacks and outages;
- e) Protect against loss of information;
- f) Ensure capture and retention of corporate electronic records.

This policy cannot be totally exhaustive. Where situations not covered by this policy arise, staff should contact their supervisor or the ECQ ICT Service Desk.

Guiding Principles

1. Users may only use the ECQ's Intranet (Confluence, SharePoint, Teams, G Drive, OneDrive) and other related applications and the information it contains for ECQ business purposes.
2. ECQ ICT assets include both personal computing devices and mobile devices that are issued to individual employees for business use.
3. All users of ECQ ICT assets **must**:
 - comply with applicable Federal and Queensland state laws, regulations and related ECQ policies and manuals; and
 - ensure their usage can withstand public scrutiny and/or disclosure.
4. All users **must** protect information relating to ECQ and its clients by:
 - maintaining secrecy of user ids and passwords;
 - classifying information appropriately;
 - reporting any suspected unauthorised access to ECQ assets;
 - reporting any inappropriate use of intranet, Internet or email services or any suspected violation of this policy; and

- reporting any access to inappropriate Internet sites.
5. All users of ECQ ICT assets **must not**:
- send, store, download, display, print or otherwise disseminate data and electronic communications that contain threats, defamatory material, offensive or unacceptable content, pornography, hoax virus alerts, unsolicited commercial or political messages, materials that constitute racial or sexual harassment, chain letters, or communications that promote activities that are otherwise unlawful or improper;
 - infringe copyright; or
 - compromise the ECQ's reputation or its relationships with its clients or embarrass the ECQ or its clients.

ECQ

6. Will actively and regularly monitors and accesses information systems to protect the organisation and users from malicious access and users;
7. May use third party tools to assist it to protect the organisation and users from malicious access and users;
8. May conduct phishing simulation exercises on ECQ users;
9. Reserves the right to remove any software, files or information found on ECQ technology to effect compliance with applicable ECQ policies. This includes personal software and data such as music, photo or video files stored on ECQ technology.

Subject to applicable laws or regulations, technology and all information generated by, or processed through ECQ systems or technology, including back-up copies, are the property of ECQ.

Limited personal use

Subject to the above principles, users may use ECQ assets for limited personal use. Users should be aware that all usage is monitored for users' protection and the protection of the organisation.

Consequences of Policy Violations

Individual employees may be held personally responsible for any use of intranet, Internet and email services that does not comply with these principles.

Violations of this policy may result in restriction of access to intranet, Internet and/or email services and may lead to disciplinary action (including dismissal) and/or action by the relevant regulatory authorities.

Policy

The provision of ICT equipment and software is for officially approved purposes. Limited personal use of hardware, software, internet, email facilities and devices shall be considered acceptable on a basis approved by the Commissioner.

Limited personal use is generally expected to take place during the employee's non-work time, incurs minimal additional expense to ECQ, is infrequent and brief and does not violate any State/Federal legislation and/or regulation.

Employees may be disciplined or dismissed for the misuse of any ECQ information, ICT equipment, software and/or device/s.

Delegations

The Executive Director Digital Technologies may review this policy in consultation with the Senior Management Team.

Appendix 1 — Definitions

Definitions

Term	Definition
Personal computing devices	Laptop or desktop computer

For more definitions, please refer to the QGEA Glossary - <https://www.qgcio.qld.gov.au/publications/qgea-glossary>

Appendix 2 — Regulatory Framework

Regulatory framework

- [Public Service Act 2008](#)
- [Public Sector Ethics Act 1994](#) (QLD)
- [Information Privacy Act 2009](#) (QLD)
- [Human Rights Act 2019](#) (QLD)
- [Copyright Act 1968](#) Cth
- QLD Government [Private Email Use Policy](#)
- Queensland Government Enterprise Architecture (QGEA) - [Use of ICT services, facilities and devices policy \(IS38\)](#)
- QGEA - [Authorised and unauthorised use of ICT services, facilities and devices guideline](#)
- QGEA - [Queensland Government Information Security Classification Framework \(QGISCF\)](#)
- QGEA - [Principles for the use of social media networks and emerging technologies](#)