



Policy	Northumbria Blood Bikes: ICT User Policy		
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Approved:	October 2022	By:	Executive Committee
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A. Why do we need this policy

This document lays down a basic user policy when accessing and utilising information appertaining to NBB operations.

B. Who is responsible for this policy

The ICT Manager of the group is responsible for the maintenance of this Policy.

The Executive Committee is responsible for approving this policy.

All members of NBB roles should be familiar with the information in this policy.

C. When will this policy be reviewed

The policy will be reviewed a maximum of two years following its approval. Members will be required to revisit this policy on an annual basis or when circumstances demand and sign a declaration stating they accept the terms of that policy.

D. How will changes be notified

The latest version of the policy will be made available via the members' library on the group website. New versions will be announced via email to all members of the executive committee and NBB personnel.

1. Aim of the User policy

- 1.1.** To protect the reputation and resources of the charity
- 1.2.** To ensure the confidentiality, integrity and availability of charity information systems and promote their appropriate use.
- 1.3.** To define acceptable use of the Charity's information systems and equipment.
- 1.4.** To inform and where necessary educate volunteers about their information security responsibilities.

2. Scope of the policy

- 2.1** Access to any of the charity's information, however accessed; by charity owned equipment or personally owned.
- 2.2** Acceptable use of charity equipment/systems

3. Access credentials

- 3.1.** These are controlled and issued, as appropriate by designated personnel commensurate with your role(s) and responsibilities within the charity.
- 3.2.** Members have responsibility to ensure that they use their login and access rights to the charity website in a responsible way and prevent such information from becoming available or being viewed by others. Whilst members of the public can access the general areas of the Charity website, only registered members will be given access to the full Members and Operational sections where personal and operational information is stored.
- 3.3.** Members should refer to the 'NBB Password Policy' which runs in conjunction with this policy.

4. New members/first time Access

- 4.1.** New volunteers will be supplied with appropriate login details as they progress through their training and should be guided appropriately by their training mentors.
- 4.2.** Access to sensitive areas of the charity's website are restricted to members holding an appropriate role. This ensures that sensitive information is only available to those who require its use. Such information should remain confidential and within the remit of any individual's charity role(s).

5. General Principles

- 5.1.** Information security is everyone's responsibility, and any Charity Information should be used for the sole purpose of supporting the Charity's aims and objectives.
- 5.2.** Use of any member's only information on the charity's website/systems is for the use of NBB members only and not for publication for viewing by the public. Information must not be published to social media, whether considered private or otherwise.

- 5.3.** Any information accessed will be solely in course of duties and GDPR is to be adhered to at all times.
- 5.4.** The Charity reserves the right to monitor its information and communication systems to protect its operational integrity and the integrity of member's personal information. Any such monitored information, indicating inappropriate use may be used to instigate or support disciplinary proceedings.
- 5.5.** Any equipment loaned out to a Charity member must be used appropriately and returned to the Charity in the same condition as supplied.
- 5.6.** In respect of any loaned equipment, it is a legal requirement to have appropriate licenses for any media/software used on such devices. Unauthorised or unlicensed software installations is a breach of this policy and possibly the law.
- 5.7.** Use of any charity equipment or systems must always comply with the UK Laws in force at the time, and operated withing NBB policies.
- 5.8.** Members should always be mindful of their computing activities and be fully aware that the processing, transmitting or circulation of any illegal material is a clear breach of this policy and possibly the law. It also risks the reputation of the Charity given the field of operations and partners we work with. The Charity is legally bound to report (via the Police, if necessary) any such breach of policy. This will also apply if such activities have been committed by other persons who have gained access to any personal or Charity loaned devices with or without the member's knowledge.

6. Loaned ICT equipment

- 6.1.** Dependant on the role of any individual member, the charity has the facility to loan equipment to enable the member to carry out their duties to achieve the aims and objectives of the charity.
- 6.2.** Any equipment loaned is solely for the use of the member to carry out their duties to achieve the aims and objectives of the charity.
- 6.3.** Where laptop computers are loaned, they will come supplied with various applications to protect the charities information and equipment. i.e., Anti-virus software/firewalls, pre-installed remote access software. No attempt should be made to remove or change the functionality of these or any pre-installed software.
- 6.4.** Only software licenced by the charity may be installed/used on charity equipment.
- 6.5.** Laptops will be supplied with a pre-installed operating system, the member who has loaned the equipment, must add their own password to the local account (LT_x), the username must not be changed. It is the responsibility of the member to ensure that credentials be safeguarded according to the Password Policy.
- 6.6.** In accordance with the information detailed in this policy, individuals will be responsible for the safe upkeep of all loaned equipment and its return when either their designated roles change, they leave the Charity or on request.
- 6.7.** All equipment will be signed for by the member loaning the equipment.
- 6.8.** Members should maintain appropriate security controls and report any faults (via the reporting system within the members section of the website)

- 6.9.** Always lock down the laptop when not used, so credentials need to be re-entered before use.
- 6.10.** Any loss, theft or damage to any loaned equipment should be immediately reported to the ICT Manager and in relation to theft to the Police to assist in its possible recovery. All serial numbers are held centrally so early reporting will assist in any investigation. The member will also be required to supply a written account of the incident to the 'Committee on Call' in the first instance to aid further investigation.

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Version Control and History

Date	Version	Author:	Reason For Change
October 2022	1.0	Paul Curran/Alan Kinghorn	First Version