

Information Technology

Policy

Aim

1. The aim of this policy is to ensure that the PNFS computing facilities are used safely, lawfully, and equitably.

Scope

2. These regulations apply to anyone using the PNFS computing facilities.

Introduction

3. The issues covered by this policy are important and you are strongly urged to read the policy in detail. Any user still in doubt regarding their use of the Society's computing facilities must seek further advice from Trustees before proceeding.

Definitions

4. **Appropriate authority** refers to the Managing Committee of the Society in respect of the general computing facilities.
5. **Computing facilities** includes:
 - 5.1. IT hardware that the Society provides, such as PCs, servers, storage, laptops, tablets, smart phones, and printers.
 - 5.2. Software that the Society provides, such as operating systems, office application software, web browsers etc. It also includes software that the Society has arranged for you to have access to.
 - 5.3. Data that the Society provides or arranges access to.
 - 5.4. Access to the network provided or arranged by the Society. This would cover, for example, network connections at Taylor House, WiFi, or connectivity to the internet from Society PCs, access to networks from other providers, and remote working solutions provided by the Society.
 - 5.5. Online services arranged by the Society such as Microsoft 365; and
 - 5.6. IT credentials.

6. **General computing facilities** refers to computing facilities provided or arranged by the Society.
7. **IT** refers to 'information technology', the common term used to refer to anything related to computing technology, such as hardware, software, networking, the internet, or corresponding services and support.
8. **IT credentials** means the use of your Society login, or any other token issued by the Society to identify yourself when using the Society's computing facilities or any other computing facility.
9. **Specific computing facilities** refers to computing facilities provided or arranged by an institution other than the Society, and networks managed by an institution other than the Society.
10. **Society computing facilities** means the general computing facilities and the specific computing facilities.

Availability

11. Every effort is made to ensure that Society computing facilities are available. In general, services like e-mail and web access are always available. However, the means of delivery might not be, depending on the reliability of hardware and software. Occasionally, Society computing facilities are unavailable because of system maintenance and upgrades; in such cases users will be informed in advance whenever possible.
12. Unless specific arrangements have been made, data is periodically removed under standard procedures carried out by Officers. Users must make themselves familiar with the arrangements in force regarding any data they store on Society computing facilities.
13. Except as may be required by law, the Society accepts no liability for any direct, indirect, or consequential loss, including loss of profits, damage, costs, or expenses arising from, or relating to, acts or omissions of users of the Society computing facilities, their guests, members of the public, or intruders; neither does the Society accept any liability for any consequences arising out of the unavailability of Society computing facilities and related services, or loss of data, no matter how caused.

Governance

14. When using Society computing facilities, you remain subject to the same laws and regulations as in the physical world.
15. It is expected that your conduct will be lawful. Furthermore, ignorance of the law is not considered to be an adequate defence for unlawful conduct.



16. You are bound by the Society's general policies and regulations when using the Society computing facilities, these are available on the website.
17. Some software licences procured by the Society will set out obligations for the user – these should be adhered to.
18. Breach of any applicable law or third-party regulation will be regarded as a breach of these computing regulations.

Authority

19. Authority relating to general computing facilities lies with the Trustees. They are responsible for their interpretation and enforcement, and they may also delegate such authority to other people.
20. You must comply with any reasonable written or verbal instructions issued by people with delegated authority in support of these regulations. If you feel that any such instructions are unreasonable or are not in support of these regulations, you may appeal using the Complaints Procedure outlined in the Code of Conduct.

Intended Use

21. The Society computing facilities are provided for use in furtherance of the business of the Society ("valid use"); for example, to manage membership or finance.
22. The Society reserves the right to supply computer hardware for remote use to those officers whose roles require significant computer use. Those roles are currently Treasurer and Membership Secretary.
 - 22.1. Such equipment will be considered for replacement every five years.
23. Use of the Society computing facilities for personal activities (if it does not infringe any of the regulations and does not interfere with others' valid use) is permitted, but this is a privilege that may be withdrawn at any point.
24. Use of the Society computing facilities for non-institutional commercial purposes or for personal gain requires the explicit approval of the Managing Committee and can be revoked at any time. Individuals using the Society's computing facilities for commercial purposes do so at their own risk.

Identity

25. You must take all reasonable precautions to safeguard any IT credentials (for example a username and password, email address, smart card or other identity hardware) issued to



you. You must not allow anyone else to use your IT credentials. No-one has the authority to ask you for your password, and you must not disclose it to anyone.

26. Where using multi-factor authentication, you must never reveal your secondary authentication code to anybody, nor enter it into any website or system other than the Society's.
27. You must not attempt to obtain or use anyone else's credentials.
28. You must not impersonate someone else or otherwise disguise your identity when using the computing facilities.

Infrastructure

29. You must not do anything to jeopardise the integrity of the IT infrastructure by, for example, doing any of the following without approval by the appropriate Authority, or unless following approved practices:
 - 29.1. Damaging, reconfiguring, or moving equipment.
 - 29.2. Loading software on the Society's equipment.
 - 29.3. Reconfiguring or connecting equipment to the network.
 - 29.4. Setting up servers or services on the network.
 - 29.5. Deliberately or recklessly introducing malware.
 - 29.6. Attempting to disrupt or circumvent IT security measures.

Information

30. If you handle personal, confidential, or sensitive information, you must take all reasonable steps to safeguard it and must observe the Society's policies and guidance available on the website.
31. Sensitive or confidential information should only be kept in a cloud storage service that has been approved by the Society.
32. You must not infringe copyright or break the terms of licences for software or other material.
33. You must not attempt to access, delete, modify, or disclose information belonging to other people without their permission, or without the explicit approval from the appropriate authority.
34. You must not create, download, store or transmit unlawful material, or material that is indecent, offensive, threatening, or discriminatory.

Behaviour

- 35. Real world standards of behaviour apply online and on social networking platforms, such as Facebook, Instagram, and Twitter.
- 36. You must not cause needless offence, concern, or annoyance to others.
- 37. You must not send spam (unsolicited bulk email).
- 38. You must not recklessly consume excessive IT resources such as processing power, bandwidth, or consumables.
- 39. You must not use the Society computing facilities in a way that interferes with others' valid use of them.

Infringement

- 40. Infringing these regulations may result in sanctions under the Society's Code of Conduct.
- 41. You must inform the appropriate authority if you become aware of any infringement of these regulations.

Review

- 42. Annually from date of adoption.



Version History

Version	Summary of changes	Effective from:	Effective to:
1.0	First version	2024-02-23	2024-05-24
1.1	Minor revisions	2024-05-24	

