

Please note: This Procedure is currently under review by ISG as part of a Transalpine approach to policy alignment with the CDHB. If you have any questions regarding this document please contact the Chief Information Officer in the first instance.

1. Purpose

This Procedure outlines the process for the use of Internet services throughout West Coast District Health Board (WCDHB) Facilities.

2. Application

This Procedure is to be followed by all staff members of the WCDHB.

3. Definitions

For the purposes of this Procedure:

User is taken to mean any individual having authorised access to WCDHB network or computer systems, whether internally or externally.

Download is taken to mean the process to save a file from an external source on to WCDHB information and computer systems.

Internet is taken to mean a collection of different networks under the control of many different organisations and individuals.

Firewall is taken to mean hardware and/or software that determine access privileges to external users.

Objectionable is taken to have the same meaning as that contained within Section 3 of the Films, Videos and Publications Classification Act (1993).

4. Responsibilities

For the purposes of this Procedure:

All **Internet Users** are required to:

- ensure they abide by the requirements of this Procedure.

5. Resources Required

This Procedure requires:

- i) WCDHB communications facilities.

6. Process

1.00 The Internet is an important part of the WCDHB operational activity. It provides communication channels, sources of information, and opportunities for interaction between WCDHB, other health service providers, consumers, and business partners. The WCDHB recognises the importance of providing secure and efficient Internet capability to its staff members for their use in meeting business goals.

Internet Use Procedure	Page 1 of 4
Document Owner: Chief Information Officer	
WCDHB-ISG#8 Version 9, Updated June 2019	Master Copy is Electronic

- 1.01 Use of the Internet also brings with it a number of security issues that the WCDHB must consider in providing this service to staff.

The Internet is a collection of different networks under the control of many different organisations and individuals. The WCDHB has no control over the security in place on these networks or on the Internet as a whole and must therefore take steps to ensure that our internal systems and networks are protected from the unauthorised actions of Internet users on the outside.

- 1.02 Access to the Internet via the WCDHB network and computer system for individuals is via application to their Service Manager. An Access To Internet Application Form is to be completed by the staff member, signed by the relevant Service Manager and then forwarded to the Information Technology Department.

- 1.03 All WCDHB network and computer system users shall:

- i) Primarily use Internet access for official WCDHB business;
- ii) Be permitted occasional use other than for business purposes provided it:
 - a) Uses only a trivial amount of resources;
 - b) Doesn't interfere with staff productivity;
 - c) Doesn't pre-empt any business activity.
- iii) Act responsibly and in a manner consistent with normal ethical obligations when accessing the Internet. This includes using the Internet in a manner that does not:
 - a) Violate any applicable laws, contractual agreements and licenses;
 - b) Misrepresent WCDHB or violate WCDHB Policies, Procedures or regulations;
 - c) Harass another individual(s).
- iv) When accessing the Internet:
 - a) Abide by security restrictions on all systems and information which they have accessed;
 - b) Respect and abide by all copyright requirements regarding software, information and attribution of authorship, including the requirements of the Copyright (Infringing File Sharing) Amendment Act 2011;
 - c) Not transfer, download and/or publish objectionable information or material that is likely to bring the WCDHB into disrepute;
 - d) Not engage in any activity for which WCDHB will be charged an additional fee;
 - e) Not import files from unknown or disreputable sources;
 - f) Maintain professional standards in e-mail, during live chats, or at any other time while on the Internet or On-line services.
 - g) Will not continuously leave open interactive web sites to monitor activity, e.g. Gmail, Hotmail, Trademe, Yahoo etc as this can interfere with staff productivity.
- v) Use an Internet connection approved by the Information Technology Department;
- vi) Use a firewall approved by the Information Technology Department;
- vii) Include a disclaimer on material published or placed on the Internet, which identifies WCDHB in any way as the originating point of the material, saying that it is not necessarily a statement or opinion of WCDHB, unless the author has obtained approval from the Chief Executive Officer for such publication;
- viii) Respect any licensing or copyright requirements that relate to material available on the

Internet Use Procedure	Page 2 of 4
Document Owner: Chief Information Officer	
WCDHB-ISG#8 Version 9, Updated June 2019	Master Copy is Electronic

Internet.

- 1.04 When accessing the Internet via the WCDHB network and computer systems, Users shall not:
- i) Undertake any activity in support of charitable endeavours;
 - ii) Undertake any activity in support of a private or personal business enterprise;
 - iii) Access or download of any material from the Internet which:
 - a) Breaches copyright or applicable licensing; and/or
 - b) Is sexually explicit or objectionable; and/or
 - c) Is likely to be offensive to other people; and/or
 - d) Is illegal or has been illegally obtained.
 - iv) Publish or place on the Internet material which is defamatory, offensive, abusive, threatening or objectionable;
 - v) Send information that is confidential or sensitive over the Internet unless it is protected from unauthorised disclosure or modification. Any protection mechanism used must be approved by the Information Technology Department;
 - vi) Be in breach of copyright;
 - vii) Download from the Internet executable code (e.g. programs, software, utilities, macros, hardware drivers, etc) not intended for use as part of authorised business activities to any WCDHB computer system. The user downloading executable code is responsible for ensuring that the security of the WCDHB network or computer systems is not compromised as a result of downloading or executing such code.
- 1.05 The Information Technology Department, with the prior approval of the Chief Executive Officer or General Manager, may monitor Internet use by Users at any time. Monitoring may include recording information on Internet sites visited, information downloaded to the WCDHB Network or computer system, and information transmitted or uploaded via the Internet.
- 1.06 Any Service/Department/Operational/General Manager may request access from the Information Technology Department to Internet use by a user within their department at any time. Monitoring may include recording information on Internet sites visited, information downloaded to the WCDHB Network or computer system, and information transmitted or uploaded via the Internet.
- 1.07 Any possible breaches of this Procedure, or any other WCDHB Policy or Procedure that is detected by the Information Technology Department during the monitoring of Internet use (as per Section 1.05) are to be reviewed by the Chief Information Officer and the Risk and Quality Manager to determine if a breach has actually occurred.
- 1.08 Where the Chief Information Officer and the Risk and Quality Manager agree that a breach has occurred, then it is to be reported (as soon as practicable) to the relevant General Manager. *(For the purposes of Sections 1.07 and 1.08 the relevant General Manager is the General Manager who has responsibility for the Unit/Department/Service within which the computer on which the breach was detected is located).* Where the detected breach involves a General Manager, then this is to be reported to the Chief Executive Officer. Where the detected breach involves the Chief Executive Officer, then this is to be reported to the Chair of the Board.

Internet Use Procedure	Page 3 of 4
Document Owner: Chief Information Officer	
WCDHB-ISG#8 Version 9, Updated June 2019	Master Copy is Electronic

- 1.09 All breaches detected are to be investigated at the discretion of the relevant General Manager/Chief Executive Officer/Chair in accordance with the WCDHB Staff Discipline Procedure.

7. Precautions and Considerations

- ➔ Access to the Internet for staff members is via application to their Service Manager
- ➔ Internet users must not misuse the Internet
- ➔ The Information Technology Department, with the prior approval of the Chief Executive Officer, may monitor Internet use at any time

8. References

Copyright Act (1994).

Copyright (Infringing File Sharing) Amendment Act (2011).

9. Related Documents

WCDHB Access To Information Systems Procedure.

WCDHB Email Use Procedure.

WCDHB Staff Discipline Procedure.

Revision History	Version:	9
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Internet Use Procedure	Page 4 of 4
Document Owner: Chief Information Officer	
WCDHB-ISG#8 Version 9, Updated June 2019	Master Copy is Electronic