



COMMUNICATION TOOLS (IT) POLICY

POLICY NO. 41

Date Reviewed:	August 2025
Date of Next Review:	August 2028
Regulatory Standards of Governance and Financial Management	RS 4: The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose. Guidance: 4.3 <i>The governing body identifies risks that might prevent it from achieving the RSL's purpose and has effective strategies and systems for risk management and mitigation, internal control and audit</i> RS 5: The RSL conducts its affairs with honesty and integrity Guidance: 5.1 <i>The RSL conducts its affairs with honesty and integrity and, through the actions of the governing body and staff, upholds the good reputation of the RSL and the sector</i>

1. INTRODUCTION

The introduction of e-mail, internet and social media platforms has greatly facilitated internal as well as external communication throughout the world. Unfortunately, these communication tools also have the potential for misuse. The term '**communication tools**' will be used throughout this policy to refer to email, internet and social media platforms.

This policy sets out the standards expected by Glen Housing Association and its people, whether that be in connection with Association business or in the case of social media platforms - the expression of views that contradict, oppose or infringe on the purpose, ethos or principles of Glen Housing Association.

2. PRINCIPLES

- 2.1 This policy applies to all employees and, where applicable, contractors, governing body members, stakeholders, consultants and agency staff of Glen Housing Association, and refers to all communication devices belonging to the Association, as well as actual communications about the Association's business.
- 2.2 Individual line managers may define additional "conditions of use" for communication tools under their supervision. Any such additional conditions must be consistent with this overall policy but may include more detailed guidelines and, where necessary and appropriate, additional restrictions.
- 2.3 Any person who uses Glen Housing Association's communication tools consents to all of the provisions of this policy and agrees to comply with all its terms and conditions and with all applicable laws and regulations.
- 2.4 Any user of the communication tools whose actions violate this policy or any other Glen Housing Association policy or procedure, may be subject to limitations or elimination of any communication tool privileges, in addition to disciplinary action in accordance with Glen Housing Association's disciplinary procedures.
- 2.5 The policy aims to ensure that use of communication tools among Glen Housing Association users is consistent with its own internal policies, all applicable legislation, and the individual user's job responsibilities
- 2.6 The policy also aims to establish basic guidelines for appropriate use of the communication tools.

3. ACCESS AND PERSONAL USE

It is Glen Housing Association's intent, as far as possible, to provide basic, network-connected communication tools for the use of staff and governing body members.

It is also Glen Housing Association's intent to provide an efficient communications link between its own e-mail system and the mail systems that operate on the national and international data networks.

The primary purpose of such access is to encourage greater business efficiency and to enhance knowledge, learning and communication opportunities for the organisation as a whole and its people as individuals.

Occasional and incidental social communication using any communication tools is not disallowed by this policy and is permitted, so long as this does not interfere with an employees' performance of their expected duties.

4. PROPER USE

Communication tools are very informal mediums. They are closer to speech than more formal written communications, yet there is a permanent written record. It typically lacks the care given to written communication, and can often be stilted, abbreviated, conversational language, with heavy use of emoticons. In addition, it is often the case that people "say" things in e-mail and on-line (via social media platforms) that they might not otherwise feel comfortable communicating to others face to face.

A combination of such informalities has the potential to create dangerous situations such as:

- Sending emails or posting comments on social media platforms containing negligent misstatements or binding the organisation in other ways
- Harassment of colleagues or others (email and social media networks are common in workplace harassment cases and under existing anti-discrimination legislation, an employer can be liable for acts of their employees, whether or not done with the employer's knowledge or approval)

4.1 The following is a guide to Glen Housing Association's standards but is not exhaustive:

- this policy makes clear the extent to which personal use is allowed but if in any doubt, clarify with your Line Manager;
- confidential information should not be transmitted by communication tools unless it is encrypted, in line with UK GDPR;
- external e-mail messages should have appropriate signature files and disclaimers attached;
- users should be familiar with general housekeeping good practice (e.g. the need to delete messages regularly);
- users should use appropriate etiquette when writing using communication tools. The use of capital letters, for example, is considered to be the equivalent of SHOUTING;
- inappropriate messages are prohibited including those which contradict, oppose or infringe on the purpose, ethos or principles of Glen Housing Association;
- if a member of staff is in receipt of such messages they should raise any concerns with their Line Manager immediately;
- staff also have the right to raise a grievance should they receive offensive communication messages from a fellow employee;
- if there is concern over a colleague's general conduct using communication tools this must be raised immediately with their Line Manager;
- users should not send potentially defamatory communication messages which criticise other individuals or organisations;
- users should not access or download inappropriate material, such as pornography, from communication tools;
- users should take care not to infringe copyright when downloading material or forwarding it to others.

5. SOCIAL MEDIA PLATFORMS

Glen Housing Association respects the right to a private life and that includes employees wishing to join any social media platforms. However, information posted on such sites is classed as public and not private.

Employees are therefore forbidden to disclose confidential information relating to Glen Housing Association, its customers, partners, suppliers, board members, employees, or stakeholders on any social networking platforms.

It is also prohibited to post any comments on people and events connected to Glen Housing Association or make any remarks which could potentially bring Glen Housing Association into disrepute.

Any such actions could result in disciplinary action, including dismissal or termination of membership/contract.

If using social media platforms employees are expected to adhere to the following:

- keep profiles set to private and protect posts;
- ensure all passwords are kept private;
- refrain from listing Glen Housing Association as their employer;
- be aware of the language and content of their posts – in particular where employees have an association with their employer e.g. listing their employer or linked with colleagues.

6. POLICY BREACHES

As mentioned earlier, Glen Housing Association provides tools to support its communication, learning and service activities and associated administrative functions. Any use of these facilities which interferes with Glen Housing Association's activities and functions or does not respect the image and reputation of Glen Housing Association will be regarded as breaching this policy.

Any Line Manager concerned about an employee's breach of this policy, e.g. excessive use of electronic mail for personal use or spending large quantities of time on social media, should not unilaterally seek to gain access to a user's electronic communications. Instead, the Manager should:

- review whether or not expectations and standards in this area have been well communicated and made clear to the user;
- pursue direct communication with the user regarding the issue;
- proceed as one would handle any disciplinary action using the appropriate procedures.

6.1 The following are some examples of breaches of this policy, again, not an exhaustive list:

- concealment or misrepresentation of names or affiliations in e-mail messages;
- alteration of source or destination addresses of e-mail;
- use of communication tools for commercial or private business purposes;
- use of communication tools, in a way that unreasonably interferes with or threatens other individuals;
- use of communication tools to degrade or demean other individuals – whether Glen Housing Association employees or others;
- any form of commercial use using communication tools is prohibited;
- the purchase or sale of personal items through advertising on the internet;
- the use of communication tools to harass employees, vendors, customers, and others;
- the use of communication tools for political purposes;
- the release of untrue, distorted, or confidential information regarding Glen Housing Association's business via communication tools;
- viewing/downloading purely entertainment sites or material where there is no benefit to Glen Housing Association in terms of its learning, communication or service aims described earlier.

Some generic terms for much of the above are as follows and are expressly prohibited under this policy:

7. SPAMMING

Spam is broadly defined as unsolicited, e-mail sent to a large number of recipients, and its content is not related to the business activities of Glen Housing Association. Glen Housing Association's e-mail accounts are not allowed to be used for the purpose of sending SPAM messages. Not only is this a misuse of Glen Housing Association resources, but it can also result in external sites "blacklisting" Glen Housing Association, prohibiting delivery of any future e-mails to our location.

8. CHAIN-LETTERS AND PYRAMID SCHEMES

These e-mail messages are sent to a specific number of people, usually professing a "get rich quick" scheme. The recipients are then asked to forward the message on to the same number of people. These types of messages are illegal and not allowed in Glen Housing Association. Accounts found associated with chain letters or pyramid schemes may be turned off without warning.

9. SPOOFING

Spoofing refers to someone sending any mail that "appears" to be from someone else. This is the same as forging someone else's identity.

10. HARASSMENT

Harassment, as specified in Glen Housing Association's Hate Incidents and Hate Harassment Policy via any communication tool (cyber bullying), as with other avenues of communication, is prohibited.

11. PRIVACY

Authors or parties to communication messages should be the primary source of authorisation in granting access to their information or files. Third party access to email ordinarily may only be accomplished through either the sender or the recipient(s) of that mail.

Certain staff, due to the specific responsibilities of their role, require access to individual's hardware and software within Glen Housing Association and personal files or resources contained within them.

It is important that all users are aware that there is the possibility that security levels can and do vary when a message is sent. This can result in messages being visible to others other than the intended recipient.

Glen Housing Association will inform all users of the backup system in use and how this affects the retrieval of any data on Glen Housing Association's systems, (I.T Security Policy).

Glen Housing Association will not monitor the contents of messages as a routine procedure. However, Glen Housing Association does reserve the right to inspect, copy, store, and disclose the contents of

electronic messages at any time. However, it will do so only when it believes it is appropriate to prevent or correct improper use, satisfy a legal obligation, or ensure proper operation of the electronic mail facilities. If it is necessary to obtain access, the appropriate approval will be sought first from the Director.

12. SECURITY

Security of Glen Housing Association's information and systems including protection from viruses through communication tools is a serious concern.

As a result, all users must keep personal log-ons and passwords confidential and change passwords on a regular basis as instructed in the I.T Security Policy.

Failure to adhere to this policy jeopardises network security and puts users at risk of potential misuse of the system by other individuals.

Network users may be held responsible for all actions taken using their personal network access permissions.

In a further effort to ensure the security of our systems and the information on it, Glen Housing Association has clear guidelines within the I.T Security Policy which govern the downloading and uploading of files. Virus detection software is installed on individual workstations and the network.

13. UK GENERAL DATA PROTECTION REGULATIONS

The Association will treat all personal data in line with its obligations under the current data protection regulations and its own Privacy Policy. Information regarding how data will be used and the basis for processing data is provided in Glen Housing Association's Employee and Governing Board Member's Fair Processing Notice.

14. REVIEW

This policy will be reviewed at least every 3 years, or following any significant change in infrastructure, legislation or best practice. .