Secure Kent Workforce Online

Acceptable Use Policy

Introduction
Secure Kent Workforce Online is a secure location to place and communicate confidential information where privacy is vital. Confidential information includes all information relating to county business. If you are in doubt as to what information may be disclosed, you should check with your line manager.

This Acceptable Use Policy (AUP) sets out a few basic principles for your use of the Secure Kent Workforce Online and the information that it holds.

You will be made aware of any changes to this Acceptable Use Policy as they occur.

Registration
You will only be given access to Secure Kent Workforce Online after your identity and authority have been verified, a DBS check (or police equivalent) has been conducted and you have signed this Acceptable Use Policy. Your DBS should be renewed every three years.

Basic Principles
Secure Kent Workforce Online is provided solely for the purpose of communicating your work documents in a secure environment. It is not to be used to comment on personal interests you may have outside of your professional interests and your working life. KCC values trust and responsibility in all relationships, and expects you to exercise personal responsibility when you place documents on the Secure Kent Workforce Online. If you are reported as having breached the AUP, this may result in disciplinary action and could result in termination of employment. KCC reserves the right to report any illegal or criminal violations to the appropriate authorities.

Where the administrator receives a complaint about a particular piece of information, they have the final say in deciding whether it should be removed or edited. The administrator reserves the right to remove any information without warning.

Do:
• be particularly careful to secure access to the network by using your password when working from home, in hotels or on trains;
• adopt a responsible approach to the content of documents you place on the Secure Kent Workforce Online;
• respect copyright and/or intellectual property rights. If you reproduce material from elsewhere then you must reference the source.
• log out of Secure Kent Workforce Online or invoke the PC’s screen-saver/lock-out mechanism if you are leaving your computer unattended.

**Do Not:**

• share your password with anyone – not even the Secure Kent Workforce Online’s administrator or ‘global’ administrators;
• Store KCC data on portable devices such as USB memory sticks, Laptops, Mobile Phones unless the device is fully encrypted as part of your organisations security policy.
• store personal data on the system unless the storage is covered by KCC’s data protection registration under the Data Protection Act 1998;
• allow members of your family or any unauthorised person to use the KCC network or KCC equipment;
• display confidential information on the screen of your laptop at any time where it may be visible to others;
• place on the Secure Kent Workforce Online material that is defamatory or intended to offend, annoy, harass or intimidate another person or persons. This includes ethnic slurs, racist comments, personal insults, obscene/indecent words or suggestions; and be careful of sensitive topics such as politics or religion.;
• entice or encourage other users to post such material either, or respond to comments or posts in a way that may provoke aggressive responses;
• place on the Secure Kent Workforce Online material that gives strong personal or political opinions, which may be misconstrued as being representative of your employer’s policy or strategy.

**Your Responsibilities**

• You are responsible for the content of the documents you place on Secure Kent Workforce Online and you have the ability to moderate any information as necessary.
• You should report breaches of this AUP to the administrator, who may withdraw access to the secure area and/or report such incidents to the offender’s line manager.

**Passwords**

Passwords are crucial to the security of the information and are a first line barrier against unauthorised access, so the longer and more complex they are and the more frequently changed, the better. Given the sensitivity and confidentiality of the information that is to be placed on Secure Kent Workforce Online, strong/complex passwords are used. Secure Kent Workforce Online passwords must:

• be a minimum of 6 characters long;
• contain at least one uppercase letter;
• contain at least one lowercase letter;
• contain at least one number;
• be changed every 30 days (the Secure Kent Workforce Online system will prompt you to change your password when it expires).
<table>
<thead>
<tr>
<th>I have read, understood and will comply with this Acceptable Use Policy</th>
<th><strong>Name (print name):</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Signed:</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Date:</strong></td>
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