



**PERSONNEL POLICY  
FOR THE MANAGEMENT OF  
ENVIRONMENT CANTERBURY  
EMAIL AND INTERNET USAGE – POLICY NO. 39**

APPROVED BY: Dr Bryan Jenkins

DATE: 22.07.05

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| 39.1 | Coverage | All employees of the Chief Executive of Environment Canterbury.  |
| 39.2 | Purpose  | To maintain a pleasant and protective working environment for staff and to protect Environment Canterbury from any financial loss and/or damage to its reputation arising out of or as a consequence of the use of email or the Internet by staff.   |
| 39.3 | Policy   | <ul style="list-style-type: none"><li>(a) Email and Internet facilities are provided for Environment Canterbury business. All email and files created, sent or received using the organisation's computer system are the property of Environment Canterbury.</li><li>(b) Staff must only use email and the Internet via their own computer username, unless authorised to use a different username by the owner of that username.</li><li>(c) Email and Internet must be used in compliance with New Zealand laws, and in accordance with other Environment Canterbury policies.</li><li>(d) Staff must not knowingly access, view, download, collect or use in any way material on email or the Internet which could be considered offensive or objectionable. This classification will be at the sole discretion of the Chief Executive.</li><li>(e) Email correspondence relating to Environment Canterbury business must be filed using the same procedures as apply to other correspondence (guidelines under development for inclusion in Managers Manual, and Staff Guide).</li><li>(f) Private use of email and the Internet is acceptable provided that:<ul style="list-style-type: none"><li>(i) it is in a staff member's own time;</li></ul></li></ul> |

- (ii) no download options are chosen from email and Internet sites including streaming video/sound;
  - (iii) messages sent or received contain only messages typed from a keyboard (staff are not permitted to send or receive attachments when using email for personal purposes);
  - (iv) personal email up to 1 Megabyte may be stored on the mail system, and must be contained in one folder called 'Personal'.
- (g) Staff receiving email messages in breach of any part of this policy, where appropriate, must inform the sender that further messages of this nature are not to be sent.
- (h) In the course of overseeing Environment Canterbury correspondence processing, Line Managers may at any time view and disclose the contents of staff's email (except subject to clause (k) the contents of the "Personal" folder).
- (i) Software for scanning email and Internet traffic for viruses, images, executable files and indeterminate material will be used to isolate potential risks to Environment Canterbury. Staff will be notified when material sent or received by them has been intercepted and retained.
- (j) Software for recording email and Internet traffic will operate at all times. Recorded information may be used to generate reports of usage by volume, frequency, staff member, Internet site, time of day, and cost. All email (including internal email) will be recorded in full and stored permanently. Monitoring of email content will be undertaken by the Manager Information Services only.
- (k) Where there may be reasonable grounds that any part of this policy has been breached or any term or condition of employment has been breached by a staff member, all computer files of a staff member involved, including files from backup systems, may be viewed and disclosed by management.
- (l) Actions or omissions which breach any part of this policy constitute misconduct and will result in disciplinary action which may include dismissal where misconduct is serious or repeated. Environment Canterbury may also seek to recover costs of individual usage from the individual(s) concerned.
- (m) The terms of this policy shall not limit Environment Canterbury's ability to take any other action or seek any remedy it considers fit.