



Fendley Consultancy Pty Ltd
HRPOL Information Technology User Policy 02 v1

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**Information Technology
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'Efficient and Ethical Usage'

Fendley Consultancy is committed to ensuring that its directors, consultants and personnel comply at all times with their obligations under the Federal Privacy Act 1988 and the National Privacy Principles and other associated legal requirements.

This document sets out the policy of Fendley Consultancy in relation to information technology and communication device use for personnel and consultants engaged by us.

Fendley Consultancy, its personnel and consultants, and authorised persons must be efficient, economical and ethical in their use and management our resources. Fendley Consultancy's communication devices, such as telephones, computers, personal digital assistants (PDAs), facsimiles, the internet and email are provided for business and educational purposes, and all persons have a responsibility to ensure their proper and secure use.

Use of Fendley Consultancy devices must comply with state and federal laws and Fendley Consultancy record keeping requirements. Persons must not engage in any use that may be considered questionable, controversial, offensive, or could potentially damage Fendley Consultancy reputation. Using Fendley Consultancy communication devices to seek out, access, store or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature is prohibited and will result in disciplinary action.

This policy recognises that:

- Communication devices are provided for business use.
- Everyone has a responsibility to be lawful, ethical and efficient in their official or private use of Fendley Consultancy property and services.
- Everyone has a responsibility to be productive in the use of their work time.
- There is a reasonable limit to which employer communication devices may be used for personal purposes.
- The nature and isolation of personnel working in the field and the need for reasonable personal use of communication devices.

Improper use of our IT and communications systems may pose a threat to our system security, the privacy of staff and others, and the legal liability of our organisation.

Access passwords issued to Fendley Consultancy personnel, consultants and other authorised persons are granted for that individual's use only and under no circumstances is access of this account allowed to any other person. Any unauthorised use is to be reported immediately.

Fendley Consultancy's computing facilities, including hardware, software, networks, and computer accounts, shall be used responsibly and appropriately, respecting the rights of other computer users and respecting all computer licensing agreements

Security

In discharging their duty to protect the security and integrity of a network, system or server and to allow users access to the hardware and software they require, a Systems Administrator may need to examine user information, files, diskettes or tapes. Situations include when a Systems Administrator:

- Is an eyewitness to a computing abuse or receives a complaint of abuse;
- Notices an unusual degradation of services or other aberrant behaviour on the system, network or server;
- Has evidence that points to a user's computing activity as the probable source of a problem or abuse.

While investigating a suspected abuse of computing; a suspected hardware failure; or a suspected bug in an application program, compiler, network, operating system, or system utility, a Systems Administrator is required to ask a user's permission before inspecting the user's files or disks. However, in cases that the Systems Administrator judges to be serious or in cases in which the user is not available in a timely fashion, the Systems Administrator may inspect the information in question.

Systems monitoring

Systems Administrators reserve the right to monitor what users are doing on the Systems at different levels. For day to day tasks, an examination of what jobs users are performing and how much load they are creating may occur. Generally these events are automatically logged.

Disclaimer

Fendley Consultancy accepts no responsibility for the loss or damage arising directly or indirectly from the use of its computer facilities, and makes no warranty, express or implied, regarding the facilities or their suitability for any particular purpose.

Fendley Consultancy reserves the right to examine all computer data and software on its computer facilities, and to monitor usage, in order to ensure conformance and to ensure that the facilities function in a secure, efficient and effective manner.

Ian Fendley
Managing Director
Fendley Consultancy

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