



FROM THE WEBSITE OF CELTIC KNOT –
SOLICITORS AND SOCIAL WORKERS



CELTIC KNOT STANDARDS D – CELTIC KNOT SECURITY Our Security Policy

**(this document has been modified from the Law Society's Policy on
the Use of Information Technology)**

A. Introduction

The purpose of this policy is to provide a short guide to the rules that Celtic Knot requires to be observed by users of Celtic Knot's Information Technology (IT) systems. By IT systems we mean telephones, computers including (without limitation) PDAs and other telecommunications equipment. This policy is intended to contain guidance on your conduct. You are expected to exercise professional judgement at all times.

Comments on the policy are welcome; they, together with any requests for clarification, should be addressed to Allan Norman.

B. Security

All members of staff are responsible for the security of equipment used by them.

Passwords are unique to each user, and must not be made available to any other member of staff unless authorised by Allan Norman. For the avoidance of doubt, upon request (for whatever reason) you are required to provide details of your password to Celtic Knot.

C. Inappropriate use of Celtic Knot's Equipment and IT Systems

Access is granted to the world wide web, and to telecommunications systems, only for legitimate business purposes. Incidental personal use is permissible provided it is in full compliance with Celtic Knot's rules, policies and procedures, such as this policy and its Equality Policy.

Under no circumstances should Celtic Knot's equipment or IT systems be used to send, receive, browse, download or store material which may be illegal, offensive or

cause embarrassment to others. This includes (without limitation) the use of the office systems to send, receive, obtain access to, download or store pornographic material and material which is racially or sexually offensive. You should therefore refrain from visiting inappropriate web-sites. Please refer to the section on the world wide web below.

D. Monitoring

You should bear in mind that, for business reasons, your use of office systems including the telephone and IT systems may be monitored. You should also be aware that other staff of Celtic Knot have access to your system and the data stored or may oversee what you are doing.

You should be aware that the system provides the capability for other people to monitor e-mail, voice-mail, world wide web and other communications traffic. Celtic Knot reserves the right to monitor e-mail, voice-mail and any other data held on its IT systems and in its web storage space.

E. Personal Use of Firm Facilities

The personal use of Celtic Knot's IT facilities is permitted. You are expected, however, to have regard to any cost and keep the personal use of equipment at Celtic Knot's cost to a minimum.

This policy on personal use is designed to be liberal, but its continuance is, of course, dependent upon its not being abused or overused and may be withdrawn or amended.

F. Electronic communications generally

The guidelines that follow apply to any form of electronic communication made or received on behalf of Celtic Knot, including but not limited to:

- E-mail, using any of Celtic Knot's addresses, or any other address on behalf of Celtic Knot, from any device;
- Fax, using Celtic Knot's fax line, PlusFax to Skype, or any other fax line on behalf of Celtic Knot, from any device;
- Electronic file transfer, using Skype or any other VoIP, MoIP or similar system on behalf of Celtic Knot, from any device;
- Voice communication, using Skype or any other VoIP, MoIP or similar system on behalf of Celtic Knot, from any device.

Take care in what you say in electronic communications. Improper statements can give rise to personal or Celtic Knot liability. Work on the assumption that electronic communications may be accessed by others, particularly by people who do not usually work for you, such as temporary secretaries, and do not include in your

electronic communications anything which would offend or embarrass any such reader, or would embarrass Celtic Knot if it found its way to the public domain. Specifically:

- Never send abusive, obscene, sexist, racist, harassing or defamatory messages. If you receive such a message, do not forward it to anyone. Report it to Allan Norman.
- If a recipient asks you to stop sending them personal messages then always immediately stop.
- Never send messages under a name other than your own name.
- Never send confidential messages by electronic communication without getting the recipient's agreement.
- Never open an electronic communication attachment from an unexpected or untrustworthy source or if, for any reason, it appears 'suspicious' (for example, if it ends in .exe). Most viruses are propagated by e-mail, but can be propagated by other forms of electronic file transfer. If you suspect you have been sent a virus inform Allan Norman.
- Remember that electronic communications are documents which must be disclosed in legal proceedings if relevant to the issues unless protected by privilege. Therefore, always exercise the same caution in what you say in electronic communications as you would in more formal correspondence.
- Never send or forward private electronic communications at work which you would not want a third party to read.
- Do not create electronic communication congestion by sending trivial messages or unnecessarily copying electronic communications to those who do not have a real need to have them.
- Do not send or forward "chain-mail" electronic communications as they have a propensity to over-load the system.
- Do not advertise by electronic communication or send messages about lost property.
- Always remember that text, music and other content on the Internet are copyright works. Never download or electronically transfer such content to others unless you are certain that the owner of such works allows this.
- If sending important information by electronic communication, always obtain confirmation of receipt (either a reply to your electronic communication or by following up with a telephone call).
- Never agree to terms or enter into contractual commitments or make representations by electronic communication without having obtained proper authority. Remember, when you type your name at the end of an electronic communication, this act is just as much a signature as if you had signed it personally.
- Please remember that web sites can "know" who has visited them.

G. Security and Software

Security issues encompass the need to ensure that Celtic Knot is protected both against misuse of others' copyright material, for example by loading onto office machines programs that are not properly licensed; and against computer viruses, for example by loading onto office machines programs or files which have not been properly virus checked. Accordingly, you must obtain permission to load software onto Celtic Knot's own equipment from Allan Norman.

This policy has been adopted by Celtic Knot on 31st July 2006.

Version 1: last reviewed October 2008