



INFORMATION TECHNOLOGY (IT) POLICY

THE HARMONY THERAPY TRUST (The Trust) recognises that the use of information technology is important for the day to day functioning and efficiency of the Trust in communicating with Referrers, Therapists, Trustees and volunteers/supporters who are vital to the existence of the Trust. The use of the internet can be a rich information resource and provided it is used wisely for the benefit of the Trust an invaluable tool. This policy is in place to ensure that all IT equipment and internet facilities are used correctly and safely.

Equipment: The IT facilities at the Administration Office include PCs, laptops, printers, scanner, photocopier, Internet and digital photography equipment and software. The equipment is provided primarily for the work of the Administrator or volunteers under supervision of an Office Administrator or Trustee.

Users: The Administrator, Trustees, volunteers and employees.

Responsible use: The Trust prohibits the use of IT equipment and the internet to access, download or distribute any materials or statements / comments / opinions which are offensive, defamatory, illegal or discriminatory in any way, or inappropriate in any way to the user.

Copyrights, software licensing rules and privacy rules must be respected at all times.

Software or files downloaded via the internet onto the Trust's equipment may be used only in ways that are consistent with their licences or copyrights. This includes screensavers, wallpapers, games, and video clips. Prior permission must be obtained from the Administrator before any new software or files are installed.

Virus scan software must be installed on all PCs and laptops and must be kept up to date.

Computers should be checked regularly to monitor all use.

Using computers safely in the Administration office

- Ensure regular breaks away from the screen, encourage volunteers to move around the office to avoid sitting in one position for a long period.
- Check position of chairs to ensure volunteers can sit correctly at their computer
- Reposition the screen to avoid glare from lights or windows.
- Keep the screen clean and use a desk lamp to make it easier to see.
- Ensure the screen colours are easy to look at, and that the characters are sharp and legible.

Personal use: Volunteers/supporters are allowed to access IT equipment and the internet for occasional personal use, and as long as the points within the IT and internet policy are adhered to.

Misuse of IT equipment or internet will be in the first instance dealt with by the Administrator who may refer the matter to the Trustees.

Review dated.....February 2020.....Robert Nelson.....

Next Review date.....February 2021.....