



Document Control

Policy Title	All in SHS E-Mail Policy
Policy Number	083
Owner	Information & Communication Technology Manager
Contributors	Information & Communication Technology Team
Version	1.0
Date of Production	01 October 2014
Review date	01 October 2016
Post holder responsible for review	Information & Communication Technology Manager
Primary Circulation List	Shared Drive
Web address	
Restrictions	None

Version Control

Version Number	Owner	Description	Circulation
1.0	Information & Communication Technology Manager	Review	SMT

Policy No. 83	Revision: 1.0
Page 1 of 3	Department: 006
Full Policy ID Number : 006.083.1.0	



1.0 POLICY:

An email distribution list is available within Sunbeam House Services (SHS) called "All in SHS"; this distribution list is available to assist with the dissemination of important messages to all staff within SHS.

2.0 SCOPE:

This policy represents SHS's position and takes precedence over all other relevant policies which are developed at a local level. The policy applies to:

- All SHS Information Technology (ICT) resources which include equipment, systems and applications including cloud based applications.
- All users, and uses of SHS Information Technology (ICT) resources;
- All connections to (locally or remotely) SHS network (Local Area Network (LAN)/Wide area network (WAN))

3.0 ROLES & RESPONSIBILITIES:

3.1 *Users*

Each user of SHS's ICT resources is responsible for:-

- 3.1.1 Complying with the terms of this policy and all other relevant SHS policies, procedures, regulations and applicable legislation.
- 3.1.2 Respecting and protecting the privacy and confidentiality of the information they process at all times.
- 3.1.3 Complying with instructions issued by the ICT Manager on behalf of SHS.
- 3.1.4 Reporting all misuse and breaches of this policy to their Senior Manager.

3.2 *Senior Managers*

In addition to each user's responsibilities, Senior Managers are directly responsible for:-

- 3.2.1 The implementation of this policy and all other relevant SHS policies within the business areas for which they are responsible.

Policy No. 83	Revision: 1.0
Page 2 of 3	Department: 006
Full Policy ID Number : 006.083.1.0	



3.2.2 Ensuring that all SHS employees who report to them are made aware of and are instructed to comply with this policy and all other relevant SHS policies.

3.2.3 Consulting with the ICT Manager in relation to the appropriate procedures to follow when a breach of this policy has occurred.

3.3 ICT System Administrators & Developers

Each SHS System Administrator & Developer is responsible for:-

3.3.1 Complying with the terms of this policy and all other relevant SHS policies, procedures, regulations and applicable legislation.

3.3.2 Ensuring the network administration password is secure.

3.3.3 Complying with instructions issued by the ICT Manager on behalf of SHS.

4.0 GUIDELINES:

4.1 Messages sent to All in SHS should be of interest to a large cross-section of SHS if not to all staff. Purposes for which the list may be used are broadly as follows:

4.1.1 Important announcements for the development of SHS

4.1.2 Critical Operational matters

4.1.3 Announcement of important SHS events or compilations of forthcoming events.

4.2 No attachments can be sent to "All in SHS".

4.3 Email messages should be as brief as possible and in pure text format.

5.0 ENFORCEMENT

5.1 SHS reserves the right to take such action as it deems appropriate against users who breach the guidelines of the policy

5.2 Breaches of this policy by a third party, may lead to the withdrawal of SHS information technology resources to that third party and/or the cancellation of any contract(s) between SHS and the third party.

5.3 SHS will refer any user of its ICT resources for illegal activities to the appropriate law enforcement agencies.

Policy No. 83	Revision: 1.0
Page 3 of 3	Department: 006
Full Policy ID Number : 006.083.1.0	