
Email and Electronic Communications Policy



1. Policy Statement

Alliance (“the Company”) acknowledges that electronic mail (email) and other forms of electronic communication are essential tools to support the administration and communication of business activities. Furthermore we recognise that such media forms an increasingly present part of personal life in the twenty-first century. The consequential ease of transmission of information necessitates that reasonable guidance and protocols are in place in the interest of the safety of individuals, information and property.

2. Objectives of this Policy

- 2.1 To ensure that the actions of the Company and all of its agents comply with applicable requirements of data protection legislation in force at any time. This includes, but is not limited to, the Data Protection Act 1998 and the Privacy and Electronic Communications Regulations 2003.
- 2.2 To detail user responsibilities for the use of the Company’s email service and electronic devices.
- 2.3 To offer guidelines for appropriate use of Social Media in relation to Company activity.

3. Email

- 3.1 All electronic communications generated or handled by the Company’s systems are considered property of the Company and are not property of the individual users of the system.
 - 3.2 Alliance’s electronic communications systems are designed and intended generally for business use only. Reasonable personal use is permissible in accordance with this policy providing such use does not interfere with staff productivity, pre-empt business activity or consume an unreasonable amount of company resources.
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3.3 Alliance is committed to respecting reasonable expectations of privacy of its employees. Employees are reminded that electronic communications have the potential to be stored, forwarded, intercepted or printed by others and as such the Company cannot guarantee that electronic communications will be private.

3.4 In order to ensure the safe and efficient running of the Company all employees are required to regularly review the emails in their Company email account. In the instance of periods of extended absence or leave 'Out of Office' messages should be put in place where necessary to inform correspondents of relevant information or alternative contacts.

3.5 The Company expects all employees to conduct communication through Company email services in a professional manner. The use of suggestive, vulgar or obscene language is prohibited.

4. Social Media

4.1 While Alliance recognises the right of individuals to a private life, the following advice is in place to ensure the appropriate use of social networking by employees in line with the interests of the Company. The scope of these guidelines includes activity on Facebook, Twitter, Instagram and all other social networking and media sharing sites.

4.2 Employees are required to refrain from making any reference to the Company, including the Company itself, other employees, customers or clients, which could bring the company into disrepute. Furthermore, employees should avoid interacting in any way online which could constitute harassment of a third party.

4.3 Any information posted online which breaches confidentiality or has the potential to damage working relationships may be treated as a disciplinary offence.

5. Portable IT Equipment

5.1 Portable electronic equipment including laptop computers, phones and tablet devices provide our employees with the most convenient and efficient tools for business. The Company recognises that such portable devices when network enabled pose the threat of unauthorised access and data threat to the corporate network.

5.2 Employees are responsible for the security of any portable IT Equipment in all locations. If equipment is lost or stolen this should be reported to the IT department at

This policy has been approved & authorised by:



Name: Paul Bonson
Position: Director
Date: 1.1.23