

Authorised user agreement

Appendix A

I have read and understand the South Lakeland District Council Information Security policy and the Internet and Email Acceptable Use policy, and I agree to abide by all the terms and conditions set out in them for the duration of my employment or association with the council.

I understand that the councils Internet and email systems and associated equipment are to be used for conducting council business or for personal use only as stated in the policy.

I am aware that the council may monitor or examine all or any email or Internet traffic and documents initiated, manipulated, responded to or examined by me, where it considers it to have reasonable grounds to do so, and without notice to me.

I am aware that any use of the Government Connect Secure network may be monitored and/or recorded for lawful purposes.

I am aware that violations of the policy will subject me to disciplinary action up to and including dismissal from employment.

I understand that I may be personally liable for any criminal offence, which I may commit in relation to this policy and the use of Internet and email facilities.

I further understand that my Internet and email communications must at all times reflect the good name and character of South Lakeland District Council and protect the image and reputation of the council.

I understand that the policy may be amended from time to time, and that I will be informed of changes in the manner described in the policy. I accept that I am responsible for ensuring my personal knowledge and understanding of any change to the policy.

Employee signature Date.....

Employee printed name

Chief Officer signature..... Date.....

