

GLC Acceptable Personal use of Resources and Assets Policy

A GDPR COMPLIANT POLICY

This Policy was ratified by the Board of Directors on :	Spring 2025
This Policy will be reviewed by the GLC Board on :	Spring 2029

GLC Mission Statement

The GLC's mission is to develop active and thriving citizens within a diverse, truly fair and equal community. This will be achieved through:

- High quality teaching that deliberately develops competencies of curiosity, creativity, communication and critical-thinking;
- An inspiring and meaningful curriculum;
- The development of productive relationships by instilling the values of compassion, resilience, responsibility and aspiration to prepare our young people for learning and life;
- A commitment to the wellbeing of our staff;
- A culture of professional generosity, collaboration, challenge and support throughout the GLC;
- The development of effective external partnerships for the benefit and wellbeing of our community.

Equalities Statement

The GLC's commitment to equality is enshrined in our mission statement to develop 'active and thriving citizens within a diverse, truly fair and equal community'.

We are a vibrant, innovative and successful organisation: we work hard to be the place of choice to work and to learn. Across the 5 academies of the GLC, we pledge that everyone enjoys an equality of opportunity. We work tirelessly to ensure that individual characteristics including age, ethnicity, socio-economic background, academic ability, disability, gender, religious beliefs, sexual orientation are not discriminated against in any way. We create inclusive environments characterised by mutual respect where difference is celebrated.

GLC Acceptable Personal Use of Resources and Assets Policy

This GLC policy explains what is an acceptable use of resources and assets provided by the GLC, including IT resources and covering personal use;

Policy points are numbered. The numbering corresponds to explanations of 'why?' and 'how?' for each point further down the page.

What must I do?

1. You **MUST** use our facilities **economically**; your personal use must not create extra costs for the GLC;
2. You **MUST NOT** use our facilities to undertake any unlawful, libellous, immoral or offensive **activities**, including accessing, downloading, storing, creating, copying or disseminating offensive material. This includes, but is not limited to, pornographic, sexual, violent or criminal content and racist, sexist or otherwise discriminatory material;
3. Personal use **MUST NOT** interfere with your **productivity** and how you carry out your duties;
4. Personal use **MUST NOT** reflect adversely on the **reputation** of the GLC;
5. You **MUST NOT** leave **personal-use websites** open during your working time, even if they are minimised on your screen and you are not actively viewing/ using them;
6. You **MUST NOT** use browsers or access/ attempt to access sites that are knowingly **unacceptable**, even if this is in your own time;
7. You **MUST NOT** **send or forward** chain, joke or spam emails;
8. You **MUST NOT** use the Organisation's facilities for **commercial purposes** not approved by the GLC or for personal financial gain;
9. You **MUST NOT** use your access rights or identity as an employee to **mislead** another person, for personal gain or in any other way which is inconsistent with your role;
10. You **MUST NOT** **disclose** [in writing, speech or electronically] information held by us unless you are authorised to do so, and the recipients are authorised to receive it;
11. When you print, photocopy, scan or fax official-sensitive information, you **MUST NOT** leave the information **unattended**;
12. You **MUST NOT** **connect** any equipment to the GLC IT network that has not been approved;
13. You **MUST NOT** do anything that would **compromise** the security of the information held by the GLC, such as downloading/ spreading any harmful virus/ program or disabling or changing standard security settings;
14. You **MUST NOT** make personal use of the information available to you that is not available to the **public**;

Why must I do it?

1. ALL: To ensure we use GLC IT and other facilities resources effectively, making sure that the reputation of the GLC and each academy is maintained and to ensure that staff working time is used efficiently on delivering our business outcomes;

How must I do it?

1. By checking with your manager or where you have any uncertainty over what is appropriate;
2. By complying with the points of this policy;
3. You must only make personal use of GLC IT facilities outside of time you are recording or is designated as your 'working hours';
4. By complying with the points of this policy;

5. Closing websites when you are not actively using them;
6. By taking care over the sites you are about to open, including reading search report information before opening;
7. By deleting such items if you receive them;
8. By checking with your manager where you have any uncertainty over what is appropriate;
9. By checking with your manager where you have any uncertainty over what is appropriate;
10. If you are not sure if you are authorised to disclose information, speak with your manager in the first instance;
11. If you are faxing information outside your immediate office, always make sure that there is someone waiting at the other end to receive it. For other devices, if there is no secure release facility which requires you to be present, you must ensure you wait for the process to complete and remove any originals and copies from the equipment;
12. Check that equipment has been tagged or marked as an accepted and managed device before insertion/connection;
13. IT controls should prevent your ability to download anything harmful, but if in doubt, the GLC IT Manager in the first instance;
14. If you wish to utilise GLC data in a personal capacity, you must make a formal request for information to the CEO.

What if I need to do something against the policy?

If you believe you have a valid business reason for an exception to these policy points, having read and understood the reasons why they are in place, please raise a formal request by contacting the CEO.

References

- Data Protection Act 1998 [to May 25th 2018]
- General Data Protection Regulations [from 25th May 2018]

Breach Statement

Breaches of GLC Information Policies will be investigated and may result in disciplinary action. Serious breaches of Policy may be considered gross misconduct and result in dismissal without notice, or legal action being taken against you.