

Responsible Use of Technology Policy

1 Applies to

The policy applies to:

- all Calvary employees

2 Purpose

Consistent with our value of respect and as an expression of our values, Calvary is committed to providing a just work place. Our values underpin the way we relate to patients, residents, clients, work colleagues, the public and our business partners. Calvary endeavours to make provision for efficient ICT facilities, systems and applications to maximise the effectiveness of our employees in delivering our services.

This policy clarifies the appropriate and acceptable access and use of such facilities in the workplace. It also states that all Calvary employees should be able to access, and regularly check an email account as a key channel of communication between the Calvary organisation and its staff.

This policy is designed as a minimum standard for Calvary. Local jurisdictions, state legislation, contractual requirements, regulatory bodies & professional guidelines may extend this policy at a local level. This will be the responsibility of each site to review and address.

3 Responsibilities

National Director, People and Organisational Development

Maintain this policy

ICT Helpdesk, HR and Payroll Staff

Set up new employees in accordance with this policy

Managers

Ensure employees work in accordance with this policy

Employees

Comply with this policy

4 Policy

Calvary provides technology for the purpose of conducting Calvary business only and the use of this equipment for personal commercial purposes or for personal financial or other gain is strictly prohibited. Calvary technology is not to be used for soliciting outside business ventures or soliciting for non-Calvary related purposes.

All Calvary managers and staff must be issued with and use an official Calvary work email address for receipt of HR related email notifications. Calvary will ensure that managers and staff are able to access their email account; either via computer or remotely. Email addresses will be updated to the official work email address in Chris21.

Where employees have provided a personal email address when joining Calvary, this information is stored in Chris 21 as a secondary email address within the Address (ADR) Form. This personal email address is to be used for emergency purposes only, or as a channel of communication with an employee after they have left Calvary. The primary work email account is entered with the Details (DET) Form when new employees are set up on Chris 21 on commencing their employment with Calvary. It cannot be altered or changed via MyKiosk.

Employees may be permitted to use Calvary technology for professional use or for limited incidental personal use, provided such limited use does not:

- consume a significant amount of computing resource;
- interfere with the performance of the user's job or other Calvary responsibilities;
- interfere with other employees work;
- interfere with the computing activity of other users; and/or
- violate applicable laws, rules, policies, contracts or licenses

With appropriate controls and approvals, Calvary may exercise its right to review, audit, intercept, access and disclose all matters on its technology at any time, with or without employee notice, during or after working hours. Employees should have no expectation of privacy in connection with the use of these systems.

Employees are not permitted to give their technology access password(s) to any other person and are to ensure that in the case of any breach, including any suspected breach, they change their password immediately and notify the IT department. Employees should never use another employee's password for any form of access, including retrieving information. Employees should never retrieve any stored information or communication unless authorised to do so.

Generic passwords, in use at some services as authorised by that service or department, do not constitute as breach of this policy.

Use of the technology by employees is a privilege, not a right. This privilege may be revoked and employees may be subject to discipline, up to and including termination of employment for illegal, unauthorised, or inappropriate use or abuse of this technology. Some offences may require Calvary to report the incident to the law enforcement authorities.

5 Procedures

- a) All Calvary employees should be provided with an email account on commencing their employment. It is the managers responsibility to ensure that their staff understand how to access their email account (either at work or remotely) and to encourage them to do so.
- b) Calvary may monitor the use of the IT system, including and not limited to the e-mail system, phone records and accounts and Internet access in order to ensure that its property is being used within the acceptable guidelines.
- c) Employees should have no expectation of privacy regarding any matter created, received, accessed, or sent from Calvary technology for incidental personal use or acceptable solicitations, they are consenting to have such use monitored by authorised personnel at Calvary's discretion.

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- d) Specific investigations involving audit of Calvary technology systems may be undertaken where there is a reasonable suspicion of misuse or abuse or if necessary to properly investigate a formal complaint. These investigations may only be conducted on specific employees under the express instruction of a CEO or National Director with the approval of the NCEO or National Director. Information obtained should only relate to the abuse or complaint.
- e) Employee passwords including those used to secure data in files, will be disclosed to authorised IT personnel, including the Manager/ Department Head, within Calvary when necessary.
- f) Employees may not attempt to use another employee's e-mail, use another employee's password, access other employee's files, or retrieve any stored communication unless appropriately authorised to do so.
- g) Passwords are automatically cycled to prompt a regular change. The ICT department monitors this process.
- h) Employees should identify themselves properly when using any technology. They should also be careful about how they represent themselves, given that what they say or do could be interpreted as Calvary opinion or policy. Employees should be aware that their representations could expose both the employee and Calvary to legal liability.
- i) Employees shall respect intellectual property rights and copy right laws at all times when obtaining or sending information using Calvary technology. Illegal or unauthorised downloading, uploading, copying or distribution of copyrighted works is strictly prohibited.
- j) It is strictly prohibited to misuse Calvary Technology or electronic media for unauthorised non-work related purposes, particularly if the employee has expended an excessive amount of work time on such non-work related use. Examples of unauthorised activity include but are not limited to:
- i. attempting to create a sexually or racially offensive work environment;
 - ii. sending hate mail, harassing, stalking, making discriminatory or libellous remarks or other malicious uses;
 - iii. sending, viewing, downloading or forwarding abusive, threatening, obscene or harassing material;
 - iv. soliciting outside business ventures, advertising for personal enterprises, promoting political causes, or soliciting for non-Calvary related purposes;
 - v. sending confidential information outside the organisation without business reason to do so;
 - vi. obtaining private information on employees or patients/ residents/ customers that would not normally be required for your job function;
 - vii. doing so in a way that misrepresents oneself or Calvary or violates explicit workplace policies, the Calvary Code of Conduct, Calvary Privacy Policy or policies as they apply from a state or jurisdiction.
- k) Calvary recognises that employees may utilise social networking web-sites such as Facebook. Access to such sites should not be undertaken utilising Calvary's technology during work hours. Employees should be aware that the posting of inappropriate comments on such sites pertaining to Calvary and its patients/residents/clients, visitors and employees may result in disciplinary action, up to and including termination of employment. Refer to the Calvary Social Media Usage Policy for more information.

6 Related Calvary Documents

- Social Media Usage Policy
- Privacy Policy
- Calvary Code of Conduct

7 Definitions

- **Calvary** refers to the Little Company of Mary Health Care and all of its employing entities.
- **Employees** for the purposes of this policy refers to:
 - every Calvary employee;
 - contractors/sub-contractors and any of their employees whilst engaged on work for Calvary;
 - Visiting Medical Officers;
 - students on placement;
 - researchers;
 - partners employees (e.g. Medirest, Local Health District employees);
 - volunteers;
 - consultants or consultants' employees whilst on Calvary work; and
 - agents who are acting on behalf of Calvary.
- **Technology** for the purposes of this policy technology refers to computers, laptops, phones, fax machines, mobile phones, tablets, PDAs, data cards, e-mail, hardware, software, local area networks, electronic files, and data storage devices and all information composed, transmitted, accessed, received or stored in these systems that are the property of Calvary. Calvary technology is provided to employees of Calvary for business purposes only.

8 References

- *Fair Work Act 2009*
- *Privacy Act 1988 (Cth)*
- *Copyright Act 1968 (Cth)*
- *Discrimination Act 1991 (Cth)*
- Relevant State/Territory Discrimination legislation.