INTERNET SAFETY POLICY FOR STAFF

Version control

Date	Action	Next review
	New policy	
	Policy reviewed and approved by Board	

1 Purpose

1.1 This policy sets out guidelines for the safe and responsible use of the internet by Cresconova staff. It aims to protect confidential data, maintain cybersecurity, and uphold Cresconova's reputation while ensuring compliance with legal and ethical standards.

2 Scope

2.1 This policy applies to all staff members, including employees, contractors, and volunteers who use Cresconova's Learning Management System, digital infrastructure and internet services.

3 Acceptable Use

3.1 Staff must use internet access in a professional and ethical manner, ensuring that all online activities align with Cresconova's charitable mission.

3.2 Internet use must comply with data protection laws (UK GDPR), safeguarding personal and organisational information.

3.3 Accessing or sharing inappropriate, illegal, or offensive content via Cresconova systems is prohibited.

3.4 Staff should avoid excessive personal internet use during working hours, ensuring that online activity does not disrupt productivity.

4 Cybersecurity & Data Protection

4.1 Staff must follow secure login procedures, using strong passwords and changing passwords regularly.

4.2 Sensitive information must not be shared over unsecured networks or stored on personal devices without proper authorisation.

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4.3 Phishing emails, malware risks, and suspicious online activity should be reported immediately to the Management Team.

4.4 Regular cybersecurity awareness training will be provided to reinforce best practices and threat mitigation strategies.

5 Social Media & Online Communication

5.1 When representing Cresconova online, staff must ensure professional conduct, avoiding personal opinions that could be misconstrued as official statements.

5.2 Staff must not disclose confidential or sensitive information in any way, including but not limited to disclosures via social media or unauthorised platforms.

5.3 Personal social media use should be separate from work-related accounts, ensuring privacy and compliance with Cresconova's online policies.

6 Compliance & Monitoring

6.1 Cresconova reserves the right to monitor internet usage on its networks to ensure adherence to this policy, in compliance with relevant privacy laws.

6.2 Failure to comply with this policy may result in disciplinary action, including restrictions on internet access or further investigation.

6.3 This policy shall be reviewed regularly to align with evolving cybersecurity threats and legal requirements.

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