



# **WelshBoxing**

BocsioCymru

## **Information and Communication Technology (ICT) Policy**

Policy, standards, guidelines and procedures have been established to ensure that Information Communication and Technology (ICT) facilities, services, programs and data are protected from all threats, whether internal or external, deliberate or accidental.

All Users (i.e. anyone with access) is covered by this policy and related procedures.

All users who are granted access to or use Welsh Boxing Information and Communication Technology (ICT) facilities or services shall use them in an appropriate and responsible manner that further the aims of our sport. Welsh Boxing reserves the right to record and monitor activity, limit, restrict, cease, or extend access of ICT facilities and services. Disciplinary actions apply, for violation of this policy and/or procedures.

### **1. Objectives of the Policy**

- 1.1. To minimise Welsh Boxing asset and business risk;
- 1.2. To ensure that all of the Welsh Boxing computing facilities and services, programs and data are adequately protected against loss, misuse or abuse;
- 1.3. To create Welsh Boxing awareness that appropriate information and physical security measures are implemented as part of the effective operation and support of ICT facilities and services;
- 1.4. To ensure that all users fully comply with Information Security policy, standards, guidelines and procedures and the relevant legislation;
- 1.5. To ensure all users are aware of their responsibilities for the security and protection of facilities, services, programs and data over which they have control;
- 1.6. To ensure that the information security aspects of technology and business applications are consistent with the Welsh Boxing data protection policy and procedures

### **2. Responsibilities relating to the Policy**

- 2.1. The Welsh Boxing Board and Chief Executive has the responsibility for the approval and review of all ICT-related policies, including this Information Security Policy;
- 2.2. The Chief Executive oversees the overall strategic direction, management and operation of the Welsh Boxing's ICT operation and services, consistent with the operational objectives of the Welsh Boxing and has overall responsibility for information security and ensuring that users adhere to the agreed policy;
  - 2.2.1. The Chief Executive may delegate some aspects of this responsibility as agreed by the Board to a specialist IT Manager (employee or consultant) particularly relating to IT security;

- 2.3. The Chief Executive must undertake regular risk reviews to ensure that all risks are identified and all reasonable measures are taken to prevent ICT security breaches;
- 2.4. All employees must assist in maintaining the security and integrity of the Welsh Boxing ICT infrastructure, facilities and services and have responsibility to adhere to the Welsh Boxing related policies.

### **3. Non-compliance or Breach of the Policy or any ICT related Procedure**

Any breach of this policy will be managed in accordance with the ICT breach process detailed below. Disciplinary measures as contained in relevant Welsh Boxing policies, rules and regulations and/or employee agreements) shall apply, for violations of this policy and any other policies or procedures associated with this policy.

### **4. General rules relating to Emails**

Users shall apply the same personal and professional courtesies and considerations in electronic messages as they would in other forms of communication. Staff members are responsible for reading and complying with this procedure and any associated policies, procedures, guidelines or conditions of use. All email sent outside Welsh Boxing must have the following automatically attached; Welsh Boxing, Company Number 04791100, Sport Wales National Centre, Sophia Gardens, Cardiff CF11 9SW.

In addition, Users:-

- 4.1. shall not transmit messages unnecessarily;
- 4.2. shall not transmit frivolous, abusive or defamatory messages;
- 4.3. shall not transmit electronic messages that are illegal or contravene other Welsh Boxing policies;
- 4.4. shall not make available to others or access themselves any content that they do not have rights to;
- 4.5. shall not cause interference with other users of email services; examples of interference include transmission of email chain letters, widespread distribution of unsolicited email, junk mail, pyramid mail and the repeated sending of the same message.

The Welsh Boxing email services shall not be used for personal messaging. Incidental personal messages must not:-

- 4.6. directly or indirectly interfere with Welsh Boxing business operations, or
- 4.7. interfere with the user's employment or other obligations to Welsh Boxing, or
- 4.8. cause or be likely to cause damage to Welsh Boxing's reputation, or
- 4.9. conflict with any Welsh Boxing policies, regulations or legislation

The use of 'non- Welsh Boxing' email services by employees to convey Welsh Boxing related business content is prohibited.

Commercial for profit activities or advertisements: -

- 4.10. Welsh Boxing's email services may not be used for commercial activities or personal gain, except as agreed in writing by the Chief Executive

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- 4.11. Advertising or sponsorship is not permitted except where such advertising or sponsorship has been approved by Welsh Boxing Board

Email Property rights are reserved: -

- 4.12. all electronic messages stored on Welsh Boxing computers and networking facilities are deemed to be Welsh Boxing records and may be subject to disclosure if required by law;
- 4.13. all emails which are in support of Welsh Boxing business are considered to be a Welsh Boxing record, irrespective of the location or ownership of the facilities used to create or store the electronic record, Users of email services must be aware of their responsibilities in regard to the management, retention and disposal of Welsh Boxing records.

Email Message Storage consent:-

- 4.14. by accessing the Welsh Boxing's email services, users consent to their electronic messages being stored both online and off-line as a part of routine Welsh Boxing system backup operations
- 4.15. under no circumstances is Welsh Boxing accountable for loss of personal electronic messages stored online or off-line

Inspection and Monitoring of Email Messages: -

- 4.16. It is not the policy of Welsh Boxing to regularly monitor the content of electronic messages. However, they may be monitored from time to time. Users should construct their communications in recognition of this fact.
- 4.17. the Chief Executive will not monitor individual communications out of personal curiosity or at the request of individuals However, it may be necessary for the Chief Executive to review the content of an individual user's communications during the course of a problem resolution regarding an employment or other legal matter.

Email Privacy: -

Due to the nature of email systems, the Welsh Boxing cannot guarantee the confidentiality of information contained in messages even though Welsh Boxing respects the privacy of Users:-

- 4.18. viewing of stored messages may be necessary from time to time, to help redirect messages that cannot be delivered, to examine contents for legal reasons, or for other operational purposes such as messages that cause failures in the system due to the presence of viruses, size, or message corruption;
- 4.19. Welsh Boxing permits the inspection, monitoring or disclosure of electronic messages without the owner's consent following the Chief Executive and/or Board authorisation only when-
- 4.19.1. consistent with and required by law;
- 4.19.2. there is substantiated reason to believe that violations of law or Welsh Boxing policy have taken place; or
- 4.19.3. in exceptional cases, to meet time-dependent, critical operational needs; or
- 4.19.4. it is necessary to protect the Welsh Boxing communication networks; or

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- 4.19.5. emergency situations (e.g. when Welsh Boxing or its members are endangered or to maintain the integrity of information and services when access to email services must be secured to ensure the preservation of evidence) special dispensations apply

## **5. ICT Anti-Virus Software**

- 5.1. Welsh Boxing will ensure that approved and maintained licensed anti-virus software from known and trusted sources is used on all computers owned or leased by Welsh Boxing;
- 5.2. anti-virus software must not be deactivated unless instructed to do so as part of a maintenance or similar procedure;
- 5.3. disciplinary actions may apply for violation of these procedures

## **6. ICT Breach Process**

Any alleged breach of the ICT Policy must be reported to the Chief Executive who will record, investigate and act according to this process to ensure consistent and expedient investigation and management of alleged breaches.

Any incident that is considered to be an alleged breach of ICT policy or procedures and or a data protection breach will be categorised into:

- 6.1. Minor breach, or
- 6.2. Major breach

All breaches must be investigated to determine whether a breach was of an accidental or deliberate nature.

Consistent categorisation of breaches and recommended disciplinary actions across Welsh Boxing apply. Guides to the applicable response are described below:

### **Sport Wales User Agreement**

Any information security incident where a legal infringement is suspected MUST be dealt with as a Major Breach.

Major Breach examples might include (but are not limited to):-

- Copying or sharing with others software, music or movies without the written permission of the copyright owner.
- Making a CD track or movie available via a file-sharing service or a web-site.
- Downloading a CD track or movie from a file-sharing service, a peer to-peer service, or a web-site.
- Storing a file on Welsh Boxing equipment that contains illegally copied software, music or video storing of files on a personal piece of equipment, copyrighted software or audio-visual material accessed using Welsh Boxing Internet service.
- Hacking into, meddling with, or damaging any other computer or service e.g. trying to “break into” or “crash” another computer on the Internet.

- Using another person's identity or authorisation codes. e.g., using someone else's username or password.
- Possessing, accessing or using any unauthorised hacker tools, whether hardware or software based.
- Viewing, downloading, storing, sending, or giving access to material deemed as illegal.
- Harassing another person e.g. sending obscene messages, pictures or other materials; issuing threats of bodily harm; contacting a person repeatedly without legitimate reason; disrupting another person's lawful pursuits; and invading another person's privacy.
- Unlawful processing under data protection legislation.

Minor Breach examples might include (but are not limited to):-

- Use of Welsh Boxing facilities and services for the playing of games
- Use of Welsh Boxing equipment for chat sessions not associated with the administrative requirements of Welsh Boxing
- Storage of personal family information e.g. finances

## **7. Administrative Procedures on Ceasing Employment (or Key Volunteer Activity)**

- 7.1. When a staff member's employment with Welsh Boxing ceases for any reason, Welsh Boxing shall deny access by the former staff member to their electronic account(s).
- 7.2. When a key volunteer ceases to be involved, access to Welsh Boxing accounts and information shall cease. Any data held by the volunteer relating to their volunteering must be returned to Welsh Boxing as soon as practicable or if returning of data is not required said data must be deleted from the key volunteer's equipment immediately, (particularly if the data relates to personal information of others e.g. a coach holding athlete personal information or a physio holding medical information).
- 7.3. Any hardware, software, data and equipment provided to the staff member or volunteer by Welsh Boxing shall at all times remain the property of Welsh Boxing; and shall immediately be returned to Welsh Boxing at the employee/volunteer's cost on ceasing to be employed/involved. Any data will be professionally wiped.