

EMAIL USAGE POLICY

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Named Responsible Officer:-		Approved by	Date
Paul Edwards, Director of Corporate Affairs		Quality Performance & Finance Committee	November 2015
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1. Monitoring			

Email Usage Policy

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1. INTRODUCTION

- 1.1 This document is the Email Usage Policy of NHS Wirral Clinical Commissioning Group (CCG) and replaces all previous versions.
- 1.2 All staff of the CCG must read, understand and agree to abide by this policy and its rules at all times.

2. SCOPE

- 2.1 This policy applies to the following:
 - NHS Wirral CCG staff working on CCG premises
 - NHS Wirral CCG staff not working on CCG premises but using CCG equipment or facilities (e.g. staff working at home on a work laptop)
 - Other individuals using CCG computer equipment or facilities.

3. EXCEPTIONS

- 3.1 If NHS Wirral CCG staff are temporarily using the computer systems of another organisation, e.g. a partner organisation, staff should abide by that organisation's own usage policy.
- 3.2 If you wish to request any additional exceptions to the rules within the policy, this should be raised with your Line Manager in the first instance.

4. EMAIL USAGE

4.1 Entitlement to Access

All staff are entitled to use the internet email facilities of the CCG unless entitlement has been specifically withdrawn or refused by the CCG.

4.2 Withdrawal of accounts

If a member of staff is to leave the organisation permanently, their line manager must inform the ICT Service Desk in advance. Upon agreement, the staff members e-mail account will be closed and deleted.

If a member of staff is to leave the organisation temporarily e.g. for a period of maternity leave, their line manager must inform the ICT Service Desk in advance. Upon agreement, the staff members e-mail account will be temporarily suspended.

In the case of misuse, the CCG may at its discretion withdraw the e-mail facility from a member of staff.

4.3 Email software

NHS Wirral CCG uses both Microsoft Outlook and Microsoft Outlook Web Access as its email client software. Staff should not install or use any other e-mail client software unless permission has been granted by a Line Manager or by the ICT Service Desk.

The CCG may in future make other –email client software available to staff, in which case staff will be informed in advance that it is to be deployed.

4.4 Personal e-mail accounts

Staff must not access any personal (non NHS) e-mail accounts whilst using NHS Wirral CCG computers.

4.5 Personal use of NHS Wirral CCG / NHS net email accounts

Staff are not permitted to use NHS Wirral CCG / NHS.net email accounts for personal use i.e. to send or receive a personal e-mail whilst in work.

When staff use their NHS Wirral CCG / NHS.net email accounts for personal use, staff should continue to adhere to all of the requirements of this policy.

If a staff member received an email which contravenes the rules within this policy, e.g. one which contains unacceptable material, this should be deleted immediately.