



OPERATIONAL POLICY AND PROCEDURES

Internet Policy – Social Technology – Personal Use

Date of Last Revision: 2012

POLICY: All National Trust staff and volunteers are encouraged to make use of online services and Social Technology (Web 2.0) for their own personal interest and communication. Personal and private use of these technologies under an individual's own name may reflect on or impact the National Trust; therefore staff and volunteers are expected to act lawfully and to comply with the National Trust Code of Conduct to the extent applicable under state, federal and international law.

BACKGROUND:

The development of Web and social technology has provided the means for individuals to create content, whether it be text or audio/visual, and to distribute it to online. Despite the intention of a content creator the nature of the technology is such that material may be made available to those it was not intended for or used for purposes other than originally conceived. In addition communication that may seem to be of a transitory nature may become permanent and part of the public record.

In that context this policy provides guidance to staff and volunteers of the National Trust in accessing and using web and social technology to avoid bringing themselves or the National Trust into disrepute.

This policy covers all forms of electronic communication via the internet that may be subject to public scrutiny and/or wide dissemination.

The operation of this policy shall in no way infringe upon the rights of freedom of expression or freedom of association as enshrined in the Universal Declaration of Human Rights 1949 or other relevant national legislation.

COMPLIANCE: **Responsibility**

Each staff member and volunteer is accountable and responsible for their online activity and compliance with this policy.

Each staff member and volunteer is required to report an actual or suspected breach of this policy to the relevant Manager, Director or CEO.

Breaches and Enforcement

Any employee who knowingly violates or otherwise abuses the provisions of this policy may be subject to disciplinary action. Such action will be in accordance with PSMO regulations.

PROCEDURES:

Electronic communication through the internet that may be subject to public scrutiny or wide dissemination must never

- Be unlawful.
- Reveal confidential or culturally sensitive material that has been obtained in the course of employment or volunteering with the National Trust.
- Bully, harass, discriminate against, defame or vilify a work colleague, a former employee, a National Trust volunteer, a member of the Council of the National Trust or a contractor or consultant engaged or previously engaged by the National Trust.
- Reveal information about the internal operations or governance of the National Trust that is not already publicly accessible.
- Comment on the internal operations or governance of the National Trust in a manner critical of work colleague(s), National Trust volunteer(s) the management, the Council of the National Trust, a member of the Council, or the organisation as a whole without first seeking to address those issues through normal workplace and Governance processes such as the Grievance procedure.

All staff members and volunteers are expected to adhere to the National Trust Code of Conduct in their personal as well as professional communication irrespective of the particular method of communication.

PUBLICATION OF POLICY

The Internet Policy – Social Technology of the National Trust (as amended from time to time) shall be published on the Trust's Web Page.

RELATED POLICIES:

APPROVED: _____



Thomas E Perrigo
Chief Executive Officer
National Trust of Australia (WA)

CONTROL AND REVIEW SCHEDULE

First Approved	Council Meeting 10 September 2012
Periodic Review	Every Three Years
Next Review Date	2015
RecFind File No:	
RecFind EDOC No:	