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Community
Legal Service



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**“Working to Empower the Community”
in Lancashire and Cumbria**

Pamela Beswick – Chief Executive



Help Point

Also:-

Preston Office: (01772) 759413 Carnforth Office: (01524) 732807

Signposts Internet Policy

This policy is intended to avoid or mitigate any associated risks and to protect Signposts and its staff from any possible liabilities.

The provision of the internet service is to enable access to email and world wide web sites and services in support of the work or the business of the Centre. The rules of this policy apply to both staff and clients where applicable.

Staff/Volunteers

Staff and Volunteers who are authorised may access email and internet for the purposes of obtaining information and advice for or on behalf of Signposts or a client or in connection with the day-to-day business of the Centre.

Personal use is limited to access authorised by the worker ‘heading up’ and is subject to availability. Usage is restricted by the issues listed in item 3 ‘Restrictions’.

Passwords must be protected and may not be disclosed to any member of staff or client without authority.

Clients

A computer will be made available at agreed times for the use of clients over 16 who are proficient in the use of the equipment – subject to availability, assistance will be given to those who are not.

2. General Procedures

- Separate user names and passwords will be used for Signposts business and general use to protect Signposts’ own email and files for security
- Clients may use the facility free of charge subject to availability
- Users must try to book a time slot and adhere to the agreed time, however, all effort will be made to give access to the internet at other times subject to availability of equipment

Charity Registration Number: 1117645

Member of AdviceUK (previously FIAC)

Company Limited by Guarantee: 5990592

Registered in England and Wales



North Lancashire
Teaching Primary Care Trust



INVESTOR IN PEOPLE

Additional major funding from Preston City Council, the FC Scott Charitable Trust and Tudor Trust

- Users are requested to limit use of the system to obtaining information and advice materials relating to their enquiry
 - Users will be monitored regularly should they require assistance during their time slot

3. Restrictions

Users may not :-

- Use the internet to obtain, download, send, print display or otherwise transmit or gain access to sites that are of an illegal nature, obscene or abusive.
- Download unauthorised software or materials that contravene rules and regulations governing copyright or does not comply with the Data Protection Act 1998
- Download software and/or files that may be likely to corrupt the system such as those containing a virus
- Make alterations or amendments to the system settings
- Damage, disable or otherwise harm the operation of computers

4. E-Mail

- Users wishing to send emails must be authorised to do so.
- Names, addresses and other personal or confidential information must not be transmitted through electronic mail that may contravene the Data Protection Act.
- Users must report any unpleasant material, virus's or other unusual or unexpected events.
- Users must not send bulk mail messages (junk mail or spam) of any kind
- Users must not open email that cannot be identified

Signposts
October 2001

Project Director
April 2005 _____

Revised September 2007