

DURHAM CONSTABULARY



Altogether Better Policing

Electronics & Communications Policy

Application	Police Officers and Staff
Policy Owner	ICT
Version	3
Date of FLG approval	
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Next Review Date	10-07-18
Protective Marking	Official
Publication Scheme Y/N	Yes
Durham Constabulary Freedom of Information Act Publication Scheme	

1.0 ELECTRONICS AND COMMUNICATIONS POLICY

2.0 PURPOSE AND SCOPE

2.1 This policy sets out the standard working practices and legal requirements as to the use of the following Electronic Communications provided by Durham Constabulary.

- E-Mail
- Internet
- Desk Telephones
- Mobile Devices, including mobile phones, smartphones, tablets & Blackberry's
- Instant Messaging
- Video and Audio Conferencing
- Airwave Radios
- 999 Recording Facility

3.0 MOTIVATION OR DRIVING FORCES

3.1 This Policy assists Durham Constabulary in complying with the below mentioned legislation and standards

4.0 THE LEGAL BASIS AND LEGITIMATE AIMS

4.1 Durham Constabulary requires all users of its' Electronics Communication facilities to comply with the requirements of the Computer Misuse Act 1990 and the Data Protection Act 1998 as well as Force policies and procedures.

5.0 POLICY STATEMENT

5.1 It is the policy of Durham Constabulary to ensure that its owned, leased or sponsored electronic media as well as all supporting systems and all data stored or transmitted on them are utilised by users in a professional and responsible manner, with proper security measures for the conduct of Durham Constabulary's business.

5.2. For the purpose of this policy users are defined as:

- All employees to include Police Officers, members of the Special Constabulary and all members of police Staff including those on temporary contracts.
- Volunteers
- Sub-contractors and business partners who utilise Durham Constabulary's electronic communication media.

- 5.3 Durham Constabulary's Electronics Communications facilities are to be used for authorised purposes only. The use of these systems will be monitored and therefore staff should not expect privacy when using them.
- 5.5 Durham Constabulary holds and processes personal data and has responsibilities under the Data Protection Act 1998. All staff have an obligation to assist Durham Constabulary to comply with its responsibilities under the Data Protection Act and staff are to exercise due care when holding, processing or disclosing any personal data.

6.0 BRIEF DESCRIPTION OF THE ATTACHED APPENDICES

- 6.1 All procedures, tactics and guidance relating to this policy are included on the Procedures, Tactics and Guidance document which accompany this policy.

7.0 MONITORING AND REVIEW

- 7.1 To achieve the required level of assurance the following methods of review and evaluation will be used:

Annual review in line with the following:

- Policy effectiveness and feasibility in the business area concerned
- Changes to legislation i.e. The Computer Misuse Act 1990 and the Data Protection Act 1998.
- Changes to common law.
- Challenges to the policy.
- Identified inefficiencies in relation to implementation

8.0 AVAILABILITY OF POLICY

- 8.1 The policy and associated guidance will be published on the Force Intranet Site. Only the policy will be published for the public via the Durham Constabulary Internet.

9.0 APPEALS PROCEDURE

- 9.1 If an individual wishes to appeal against any decision made by Durham Constabulary in connection with this policy, they should write to the Head of Personnel, within 14 days of receiving a decision. The Head of Personnel will consider the appeal and consult with the appropriate Personnel Manager/ Head of Command to establish all facts before making his/her decision. He/she will respond to the individual within four working weeks of receipt of the appeal. Should this period not be achievable the Head of Personnel will notify the individual in writing and advise them when the decision will be communicated.

- 9.2 Complaints of alleged unlawful discrimination may be registered with an employment tribunal within 3 months less 1 day of the alleged act of discrimination subject to the Appeal Procedure being exhausted.
- 9.3 Durham Constabulary operates a 'Fairness at Work Policy'. The main purpose of which is to ensure that officers or staff who feel aggrieved about the way they have been treated, either by management or by their colleagues, are given every opportunity to have their grievances resolved in a fair and just manner. It is a flexible means of resolving problems at work and intended to resolve issues as quickly as possible.

However it is important to note that the Fairness at Work Policy should not be used until the full appeals process associated with this policy has been exhausted.

- 9.4 Complaints about the overall policies and procedures of a police force, as well as a number of other issues relating to quality of service or operational decisions should be made to the Chief Constable of Durham Constabulary at the following address:

The Chief Constable

Police Headquarters

Aykley Heads

Durham

DH1 5TT

Tel: 0345 60 60 365

Fax: 0191 375 2011

Email: CFR@durham.pnn.police.uk