

Ministry of Finance – IT & Email Usage Policy (Staff Reference Sheet)

Note: [This document is not an official publication of the Ministry of Finance but reflects generally accepted standards of conduct and IT usage within the institution.]

Approved Usage

- **Official Purposes Only:** Use government-issued computers, phones, and email strictly for work-related tasks.
 - **Secure Login:** Always log in using your assigned credentials. Log out when leaving your workstation.
 - **Professional Emailing:** Use official email addresses for all inter- and intra-ministerial communications.
 - **Cloud & Storage:** Only use approved platforms for storing government files (e.g., SharePoint, Ministry Drive).
 - **Software Use:** Only install and use licensed or IT-approved software and apps.
 - **Updates:** Allow automatic updates and cooperate with IT during maintenance sessions.
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Prohibited Actions

- **No Personal Use:** Avoid using ministry devices for personal browsing, social media, or email.
- **No Unauthorized Sharing:** Do not forward sensitive documents to personal emails or external parties.
- **No External Storage:** Use of USB drives or personal hard drives is not permitted without IT clearance.
- **No Hacking or Tampering:** Never bypass security protocols, firewalls, or attempt to modify system settings.

- **No Downloads from Untrusted Sites:** Avoid downloading files from unknown or non-government sources.


Security & Accountability

- **Phishing Awareness:** Be cautious of emails requesting personal info or containing suspicious links.
- **Password Policy:** Change passwords every 90 days. Use complex combinations.
- **Reporting Incidents:** Immediately report suspected data breaches, stolen devices, or malware to the IT unit.
- **Audit Compliance:** All activity may be monitored. Non-compliance may lead to disciplinary action.

IT Helpdesk Contact

: support@mof.gov.gh

: Ext. 204 / Direct Line: 0800 900 104

 Support Hours: Mon–Fri, 8:00 AM–5:00 PM

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