

**GLEN COVE LOCAL ECONOMIC  
ASSISTANCE CORPORATION (“CORPORATION”)**

**COMPUTER & INFORMATION SYSTEMS POLICY**

**COMPUTER, INTERNET, E-MAIL, VOICEMAIL POLICY**

1. **PURPOSE.**

This policy is to establish criteria and safeguards regarding the use of the Corporation’s telephone systems and computer systems, including computers, printers and other peripherals, e-mail, voicemail, the Internet, smart phones (e.g., blackberries® and/or iPhones®) and/or other similar handheld devices, and all software and data used in connection with or contained in any of the foregoing (collectively “information network system”), to ensure that (a) the investment in hardware, software and staff efficiency is not compromised, (b) the Agency’s telephone systems and computer systems are protected from cyber attacks, and (c) the technology is not used for inappropriate or illegal purposes. The policies set forth herein apply to use of the Corporation’s information network system by the directors, employees and officers of the Corporation (collectively, the “System Users”).

2. **GENERAL POLICY.**

A. The Corporation owns the entire information network system. All information transmitted by, received from or stored in these systems is the property of the Corporation.

B. The primary purpose of the information network system is for the business purpose of fulfilling the Corporation’s mission. Occasional use for legitimate personal purposes, such as are permitted via telephone, is permitted, but these personal activities will be treated no differently than legitimate business activities. The content of any communication via

these systems must always be business appropriate regardless of purpose. System Users are responsible for ensuring the accuracy of distribution lists and for insuring that messages and information are transmitted only to those who have a business-related or legitimate need to receive them.

C. System Users must understand that they can have no expectation of privacy in connection with the use of the Corporation's information network systems or with transmission, receipt or storage of information in these systems and that by continuing as a director of the Corporation or in employment by the Corporation expressly waive any right to such privacy. The Corporation reserves the right to access, review, audit, intercept or monitor these systems and any files, messages, data or information contained therein and to recover deleted voicemail and e-mail messages or other electronic data or files at any time for any reason, including, but not limited to, investigation of suspected safety violations, illegal or improper activity, misuse of Corporation resources, violation of Corporation policies, or unlawful discrimination or harassment. Notwithstanding the Corporation's right to retrieve and read any e-mail messages, System Users are not individually authorized to retrieve or read any e-mail messages that are not sent to them.

D. Because of the danger of viruses, cyber attacks and other problems, **SYSTEM USERS MAY NOT: (1) DOWNLOAD ANY NON-BUSINESS MATERIAL FROM THE INTERNET OR OTHERWISE INTRODUCE INTO OR PLACE ANY PROGRAMS OR MATERIAL ON THE CORPORATION'S INFORMATION NETWORK SYSTEMS WITHOUT EXPRESS PERMISSION FROM THE CORPORATION; AND (2) USE THE CORPORATION'S COMPUTER SYSTEMS AS A WAY TO FACILITATE**

## **COMMUNICATION THROUGH PERSONAL E-MAIL, SOCIAL MEDIA AND INSTANT MESSAGING ACCOUNTS.**

E. The creation, downloading, posting, dissemination or viewing of harassing, threatening, discriminatory, defamatory or sexually related messages or materials is strictly prohibited.

F. The Corporation prohibits any misuse of its information network system. The following list contains examples of uses of the Corporation's information network system that are prohibited. This list is not exhaustive and the Corporation reserves the right to take appropriate disciplinary action for other conduct which it deems misuse of its information network system: (1) sending anonymous e-mail; (2) allowing others to use a System User's e-mail address; (3) sending e-mail messages under another person's name; (4) viewing another System User's e-mail without permission; (5) tampering with another System User's e-mail or computer; (6) sending chain e-mail; (6) using the Corporation's information network system for personal gain; and (7) sending messages related to race, color, creed, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship status, military status, domestic violence victim status, predisposing genetic characteristics or genetic information or any other category protected by law.

G. System Users are reminded that the contents of the Corporation's information network system may be subject to disclosure under applicable law, including, without limitation, pursuant to the New York Freedom of Information Law.

H. System Users are reminded that, pursuant to New York State law, the Corporation's records must be retained in accordance with a schedule promulgated by the State of New York (the "Retention Schedule"). A copy of the current Retention Schedule is attached

hereto for your reference but System Users are reminded that such Retention Schedule may be amended from time to time and any such amended Retention Schedule is deemed incorporated herein by reference. System Users are required to comply with the requirements of the Retention Schedule, including, without limitation, with respect to any records that may be contained on the information network system.

3. PENALTIES FOR VIOLATIONS OF POLICY.

System Users who do not follow the provisions described above shall be subject to disciplinary action, up to and including termination.

Additionally, System Users will be liable for any and all repair costs arising from damage to hardware or software caused by negligent or deliberate actions on the part of the System User and will be required to hold the Corporation harmless from all costs and damages resulting from improper or illegal use.

## **BLOGGING POLICY**

### 1. **PURPOSE.**

Blogging is the practice of posting weblogs (blogs) to the Internet (including Twitter® and similar applications). This policy is to establish criteria and safeguards regarding blogging, and to ensure that the technology is not used for inappropriate or illegal purposes. The Corporation respects a System User's right to use blogs as a medium of self-expression.

### 2. **GENERAL POLICY.**

A. Personal blogging is not a business-related activity and should be done during personal (non-work) time only.

B. Corporation-sponsored blogging may only be done after the System User is given express authorization from the directors of the Corporation.

C. In the event you participate in personal blogging, the following applies:

- i. Use your best judgment. You are personally responsible for your posts.
- ii. If you publish a blog or post to a blog and it has something to do with the work you do, or with subjects relating to the Corporation, you must make it clear that the views expressed in the blog are solely your personal views and do not necessarily represent the views of the Corporation.
- iii. Respect and abide by copyright, fair use and financial disclosure laws.
- iv. Do not post anything that is false, misleading, obscene, defamatory, profane, discriminatory, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or entity. Make sure to respect others' privacy. Third party Web sites and blogs that you link to must meet the Corporation's standards of propriety.

- v. Do not disclose confidential or proprietary Corporation information. Respect existing confidentiality agreements. In addition, protecting the confidential information of the Corporation's employees, clients, your prior employers, and others are also important. Do not mention them in blogs or other social media without their permission.
  - vi. Ask your supervisor if you have any questions about what is appropriate to include in your blog.
  - vii. Identify yourself in any posting.
  - viii. Personal social media activities must not interfere with your work or productivity at the Corporation. Do not use Corporation resources to set-up your own blogging environment, even if you are blogging about matters related to the Corporation. Corporation resources, including servers, may be used solely in connection with blogging environments formally authorized by the Corporation.
  - ix. Refrain from using Corporation logos or other branding on any blogging and/or from providing a link from your site to the Corporation's website without express written permission from the directors of the Corporation.
- D. If you have any questions about these guidelines or any other related matters, please contact the Chief Executive Officer.
- E. Internet postings that are authorized by the Corporation must comply with the Corporation's Computer, Internet, E-mail, Voicemail Policy.

3. PENALTIES FOR VIOLATIONS OF POLICY.

Bloggers who do not follow the provisions described above shall be subject to disciplinary action, up to and including termination.

Additionally, bloggers will be liable for any and all repair costs arising from damage to hardware or software caused by negligent or deliberate actions on the part of the blogger and will be required to hold the Corporation harmless from all costs and damages resulting from improper or illegal blogging.