Policy Explanation Notes for Volunteers
(IT Acceptable Use Policy – Version 1.9)

The IT Acceptable Use Policy outlines IET policy and procedure regarding the acceptable use of equipment and services provided by the IET IT directorate in order for you to be able to carry out your role. The Policy encapsulates the spirit of the law and the IET's values and standards.

The Acceptable Use Policy applies to all employees, volunteers, contractors and temporary staff (where they have been supplied access to IET IT services or systems). For the purposes of this Policy the term "staff" will be used to refer to all persons within scope.

Although you may feel that some sections of this Policy may not apply to you, the Policy has been written to address the wide range of people who undertake activities for or on behalf of the IET.

3. Related policies and procedures for volunteers can be found in the InfoAware e-learning portal, or the Volunteer Hub, and include:

3.1 Disciplinary Regulations
3.2 Volunteer Code of Conduct
3.3 Data Protection Policy
3.4 Brand Guidelines
3.5 Social Media Policy
3.6 Password Guidance
3.7 Information Security Facts for Volunteers

4.3. Access to IET systems should only be undertaken using IET approved equipment, unless operating under approved exception (for example, Volunteers accessing pre-approved systems such as RPS, ADAMS and the Volunteers O365 environment).

5.1 If you have any issues regarding the access that you have been given to IET systems, please notify your staff contact, who may raise a service desk ticket on your behalf.

5.5 If you believe your account has been compromised, please notify your staff contact, who may raise a service desk ticket on your behalf.

5.10 This point does not apply to Volunteers.

6.1 This generally does not apply to Volunteers, however if you access someone else's email account without permission, then you may be subject to action under the Code of Conduct for Volunteers.

6.4 Any personal data transmitted by email must be encrypted; any queries regarding this should be directed to your staff contact in the first instance. If necessary your staff contact will refer the query to the IET Compliance Officer.

6.6 This point does not apply to Volunteers.

7. These points only apply to Volunteers who are undertaking activities for and on behalf of the IET, using the IET venue internet connection.

8. These points only apply to Volunteers who are undertaking activities for and on behalf of the IET, using the IET venue internet connection.

9. These points generally do not apply to Volunteers.

10.4 If a data storage device is lost or stolen, this must be reported immediately to your staff contact, or if they are not available, the IET Compliance Officer or Volunteer Support Unit.

11.3 If you use a cloud storage service for IET-related documents or information, this should be discussed with you staff contact.

12. These points generally do not apply to Volunteers.

13. These points generally do not apply to Volunteers.

14. If you believe that as a result of a security breach IET information is compromised, please immediately contact the IET Information Security Officer or Volunteer Support Unit.

16. If you are unable to reach your staff contact and require immediate assistance, please contact the IET Compliance Officer or Volunteer Support Unit.

In addition to this Policy, our 'Information Security Facts for Volunteers' document includes some simple reminders to help you keep both yourself and the IET protected, and can also be found in your InfoAware 'Library' or on the Volunteer Hub.