National Navigation Award Scheme (NNAS)

Email & Internet Usage Policy

Version	Date	Author	Type
V1	20/05/2024	Jane Howie	First Draft
V1.1	29/05/2025	Pete Hawkins	Review: Correction of text formatting issue.
V1.1	29/05/2025	Jane Howie	Final Version signed off

The National Navigation Award Scheme (NNAS) relies on the integrity and availability of its Computing Systems and Infrastructure to meet its business and commercial needs. However, a User's improper use of the NNAS Computing Systems can adversely impact on the system, waste time and resources and create legal liability and embarrassment for both the NNAS and the User. "Users" can be employees and Trustees of NNAS.

All data on the NNAS's Computer Systems is owned by the NNAS. You are reminded that NNAS e-mail accounts, messaging apps and internet systems are not 'private', and the NNAS reserves the right to access e-mail and audit the use of the internet and other computer systems. This includes messaging apps used by Trustees for NNAS business and Trustees' NNAS email accounts.

The primary purpose of the NNAS's Computer Systems is for NNAS business use. Users may make very limited, infrequent, or incidental use of company computer systems. Unreasonable use of e-mail or the internet for personal purposes will lead to disciplinary action.

Users should be aware that any person loading, downloading, printing, storing, or receiving (without reporting to their manager) any material of a sexual or lewd nature via electronic means or otherwise may be subject to Summary Dismissal for Gross Misconduct.

Users must not use NNAS Computer Systems, including messaging apps and NNAS email accounts, in any way that may be considered detrimental or offensive to others. rude, offensive, and detrimental messages and files can have a serious impact on the recipient and may constitute harassment or discrimination under the current discrimination laws.

The NNAS will thoroughly investigate any complaint of harassment or discrimination and will take prompt corrective action. This includes implementing the Company's Disciplinary Procedure which may lead to dismissal.

MONITORING

The contents of our IT resources and communications systems are our property. Therefore, users should have no expectation of privacy in any message, files, data, document, facsimile, telephone conversation, social media post conversation or message, or any other kind of information or communications transmitted to, received, or printed from, or stored or recorded on our electronic information and communications systems.

We reserve the right to monitor, intercept and review, without further notice, user's activities using our IT resources and communications systems, including but not limited to social media postings and activities, to ensure that our rules are being complied with and for legitimate business purposes. You consent to such monitoring by your acknowledgement of this policy and your use of such resources and systems. This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, log-ins, recordings and other uses of the systems as well as keystroke capturing and other network monitoring technologies.

We may store copies of such data or communications for a period of time after they are created and may delete such copies from time to time without notice.

Do not use our IT resources and communications systems for any matter that you wish to be kept private or confidential from the organisation.