

Guy Fox History Project Limited
Charity Registration #1119898
COMPUTER USE POLICY

Updated by Hunton & Williams 26 November 2009

PURPOSE

Guy Fox History Project Ltd (the "Organisation") relies on its entire computer network, including but not limited to host computers, file servers, application servers, mail servers, web servers, workstations, stand-alone computers, laptops, handhelds, e-mail enabled phones, wireless pc cards and other similar devices purchased or reimbursed by the Organisation, software, data files, and all internal and external computer and communications networks (for example, Internet, Intranet, commercial online services, value-added networks and email systems) that may be accessed directly or indirectly from the Organisation's computer network (the "Equipment") to conduct its business, which consists of charitable and educational projects deemed suitable by its Board of Trust or otherwise consistent with its Trust Deed (dated March 2007). To ensure that the Equipment is used properly, the Organisation has created this Computer Use Policy (the "Policy") which addresses General Care & Maintenance, Internet Use, E-mail Use, Resource Use, and the Organisation's position on Expectations of Privacy at Guy Fox History Project Ltd.

Violations of the rules and obligations described in this Policy will be taken very seriously and may result in disciplinary action, up to and including possible dismissal, as well as potential civil and criminal liability in England. Ask the Organisation for more details about disciplinary procedures.

SCOPE

The Policy applies to all members of the Board of Trust; participants in and the facilitators of the Organisation including, without limitation, the Guy Fox Studio Workshops and other projects related to the Organisation; employees of the Organisation and volunteers participating in the Organisation, in each case solely in connection with their respective work with or for the Organisation; independent contractors; consultants; temporary workers including, without limitation, partners of the Organisation or other organisations working on projects similar to the Organisation and all other persons or entities that use the Equipment (the "Users").

OWNERSHIP & USE

The Equipment is the property of the Organisation.

PERSONAL USE

Reasonable and necessary use of electronic media (sending or receiving emails) or internet use for personal, non-business purposes is permitted during non-working hours but is not to interfere with the User's job responsibilities or the Organisation's business operations.

The Organisation has identified a number of sites which do not have any connection with the work of the Organisation. In line with the Organisation's policy we are requesting that User's do not use the following or similar sites between the hours of 9am and 6pm, save for during the standard lunch break between 1 and 2pm:

- Facebook;
- MySpace;
- Bebo;
- gmail;
- Yahoo 360;
- Friends Reunited;
- Twitter.

Users are expected to demonstrate a sense of responsibility and not abuse this privilege. Access to restricted websites outside of the standard lunch break could be allowed in certain circumstances at the discretion of a User's manager.

In addition, a number of sites take up significant bandwidth, and may therefore affect the performance of our Equipment. Also, downloading games, databases, and other executable software from any source can potentially introduce adware

(malware), viruses, spyware, and other unwanted programmes; including malicious programmes, such as key loggers and password crackers, into the Organisation's Equipment. They may also infringe the intellectual property rights of third parties. Accordingly, the following sites should not be accessed at any time through the Organisation's Equipment:

- any webtv sites (eg. iPlayer, channel 4 catchup);
- video sites (eg Youtube);
- Softphones (eg Skype);
- peer-to-peer/bit to rent sites (eg torrent-finder, gpirate, piratebay);
- music download sites (eg iTunes, mp3.com).

The Organisation maintains the right to use, monitor, and inspect Users' network or on-line service activities in accordance with this Policy as necessary to protect its interests and satisfy its legal obligations.

GENERAL CARE & MAINTENANCE

The Organisation will use reasonable care to maintain and store the Equipment properly and will maintain such insurance policies on the Equipment as the Board of Trust deems commercially reasonable. Customary safeguards, such as virus detection software, will be installed on each computer.

Work created on the Equipment will be archived monthly or as often as the Board of Trust deems appropriate. Other than certain templates, mailing lists, permanent resource materials and similar items, no documents will be stored long-term on the Equipment.

Software installed on and used in connection with the Equipment will be properly licensed to the Organisation to the extent required by applicable law.

INTERNET USE

It is the Organisation's policy that the Equipment shall be used to access the Internet for purposes which further or support the Organisation's charitable mission, including but not limited to grant research, project development, training, public relations, supplier sourcing and project marketing.

The Organisation is not responsible for material viewed or downloaded by Users from the Internet. The Internet contains materials and sites that are considered legally and economically inappropriate for the workplace. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

The following restrictions in relation to Internet use apply:

Sexual Harassment & Discrimination: It is the Organisation's policy that the Equipment **will not be used** to access and/or display material from Web sites, chat rooms or other sources that feature sexually suggestive or graphic materials, offensive language, derogatory or inflammatory remarks about such issues as age, sex, race, religion, disability, national origin, citizenship, mental status, physical attributes or sexual preferences.

Copyright Violation: Certain material on the Internet are protected by copyright law. Even though they seem to be freely accessible, many of the intellectual property laws which apply for print media apply for software and for materials published on the Internet. Users are permitted to print material from the Internet for informational purposes as long as the purpose for such copying falls into the category of "fair use." Do not copy or make available to others for copying any material protected by copyright law. For further information as to what can be copied in accordance with legislation (in particular, the Copyright, Designs and Patents Act 1988) consult the office manager or a member of the IT team.

E-MAIL USE

Appropriate Speech Content: The Organisation acknowledges that staff and volunteers have a right to individual expression. However, the Organisation requires a certain professional responsibility be observed when sending e-mail internally or via the Internet. As a result, the equipment should not be used for the following purposes:

- Running a business other than Organisation business;
- Posting libellous or potentially libellous speech of any kind against any individual or organisation whether or not connected with the Organisation;
- Performing acts of malicious sabotage or distribution of malicious programs;
- Sending unsolicited e-mails that might be construed as advertising;
- Sending numerous e-mails with the intent of denying mail access to the recipient;
- Sending e-mail which is or may be considered to be harassing, embarrassing, sexually explicit, in poor taste or contains pornographic content of any kind; and
- Opening questionable attachments from unknown sources. The Organisation uses virus protection software but new viruses are often released right after the current version of the virus protection software has been released.

STORAGE RESTRICTIONS

Unless approved otherwise, the maximum amount of e-mail that may be stored on the Equipment is limited. The Equipment will automatically warn Users when the Equipment is approaching this storage restriction. If a User exceeds this storage restriction, the User may not be able to send or receive e-mail. If a User needs assistance cleaning up their mailbox, they should contact the office manager or a member of the IT team.

MARKETING LISTS

Marketing lists are provided so that critical information can be easily communicated to multiple e-mail system users. Messages that are not applicable to the entire marketing list should not be sent using these lists.

RESOURCE USE

Waste of Equipment: Users may not deliberately perform acts that waste computer resources or unfairly monopolise resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet during working hours, playing games, engaging in online chat groups, or otherwise creating unnecessary network traffic.

Misuse of Software: Without the prior consent of the office manager. Users may not do any of the following; (1) copy software owned or licensed by the Organisation for use other than with or on the Equipment; (2) provide copies of software owned or licensed to the Organisation to any independent contractors or clients of the Organisation or to any third person; (3) install software on any Equipment; (4) download any software from the Internet or other online service to any Equipment; (5) modify, revise, transform, recast, or adapt any software; or (6) reverse-engineer disassemble, or decompile any software. Users who become aware of any misuse of software or violation of copyright law should immediately report the incident to their supervisors.

Downloading Files: The Organisation does not permit downloading non-business related data files or downloading and installing any software applications from the Internet. Funding information, applications and documents related to public policy or charity SORP may be downloaded with approval.

Virus Detection: Viruses can cause substantial damage to computer systems. Each User is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the Equipment. To that end, all material received on disk or other magnetic, optical or memory medium and all material downloaded from the Internet or from computers or networks that are not Equipment **MUST** be scanned for viruses and other destructive programs before being placed onto Equipment. Users should understand that their home or personal computers might contain viruses. All data transferred from systems other than from Equipment to Equipment **MUST** be scanned for viruses. All computers connected to the Equipment must be protected with an approved Virus Protection package that is routinely updated with new virus definitions.

Accessing the Internet: To ensure security and avoid the spread of viruses, Users utilising the Equipment must only access the Internet through an approved Internet firewall. Connecting to or with the Equipment remotely via the Internet must only be accomplished using approved remote access VPN software and Virus Protection packages.

Games & Entertainment Software: Users may not use the Organisation's Equipment to download or store games or other entertainment media or software, including screen savers, or to play games over the Internet. For the avoidance of doubt, this prohibition does not extend to Guy Fox software or games approved by the Board of Trust in connection with the Organisation as authorised or required for business purposes.

RESPONSIBILITY FOR PASSWORDS

Users are responsible for safeguarding all their passwords for access to the Equipment. Individual passwords should not be printed, stored online, or given to others, unless requested by the office manager for specific reasons, such as sickness. Users are responsible for all transactions made using their accounts. No User may access the Equipment with another User's password or account without their prior consent.

PASSWORDS

Use of passwords to gain access to the Equipment or to encode particular files or messages does not imply that Users will have complete privacy in the material they create or receive on the Equipment. Electronic information created, transmitted or stored using the Equipment is the sole property of the Organisation.

Users should promptly change their password if it is suspected that disclosure has occurred. Users should never post a password near the PC i.e. on a post-it note or include it in a file to which someone else has access.

PRIVACY ISSUES

Monitoring of Usage

The office manager and authorised IT personnel have the right, but not the duty, to monitor any and all aspects of the Organisation's Equipment. This shall include, but is not limited to, monitoring sites visited by Users on the Internet, reviewing material downloaded or uploaded by Users to the internet, and reviewing e-mail or instant messages sent and received by Users via the Equipment. Due care should be exercised by Organisation personnel to protect the confidentiality of this material. Nothing in this Policy is intended to waive any applicable privilege.

Users understand that the Organisation may undertake random monitoring of e-mails for internal compliance purposes, for training purposes, to verify the security system and for the purpose of preventing and detecting crime. However, the Organisation does not systematically screen the content of Users' communications. The Organisation does use automated monitoring to maintain the technical integrity of the Equipment, such as through the use of automated anti-virus software.

COMMUNICATION OF TRADE SECRETS

Sending, transmitting, or otherwise circulating proprietary data (such as copyright or patents of the Organisation), trade secrets, customer lists or other confidential information of the Organisation without a legitimate reason is strictly prohibited. Unauthorised usage and circulation of this information may result in dismissal, or civil or criminal claims against the individual concerned including under the Data Protection Act 1998, the Copyright Designs and Patents Act 1988 or for breach of their employment contract with the Organisation.

Please return this signed form to Kourtney Harper. Please keep this Policy in a safe place and refer to it when questions arise.

Signature: _____

Printed name: _____

Date: _____