

Internet & Email Policy

Purpose and objectives

This policy sets out guidelines for acceptable use of internet and email by the practice team, contractors and other staff. Internet and email are provided primarily to assist the team to carry out their duties of employment. We recognise the practice team requires access to email and the internet to assist in the efficient and safe delivery of healthcare services to our patients. We support the right of staff to have access to reasonable personal use of the internet and email communications in the workplace using the devices and networks provided by the practice.

Scope

This internet and email policy applies to the practice team, contractors and other staff who access the internet and email on practice owned or any other devices, including, but not limited to any desk phones, smartphones, tablets, laptops, desktop computers, iPads and other tablet devices to perform their work or access work information.

Use of the internet by the practice team, contractors and other staff is permitted and encouraged where this supports the goals and objectives of Roleystone Family Medical Centre. Access to the internet is a privilege and the practice team, contractors and other staff must adhere to this policy.

This policy applies to the practice team, contractors and other staff who use a mobile device that can be used to Communicate | Transfer Information | Capture Data (including photos or images) using Wi-Fi | Data | Phone (Cellular) | Satellite or any other technology. Use of the device by the practice team, contractors and other staff is permitted and encouraged where these supports the goals and objectives of our practice. Use of such device is only permitted:

Violation of this policy could result in:

- Disciplinary and/or legal action
- Termination of employment or contract
- The practice team, contractors and other staff being held personally liable for damages caused by any violations of this policy

All employees are required to confirm they have understood and agree to abide by this email and internet policy.

Policy content

The practice team, contractors and other staff may use the mobile device and access provided for:

- Any work and work-related purposes
- Limited personal use

Limited personal use is permitted where it is:

- Infrequent and brief use
- Does not interfere with the duties of the practice team, contractors and other staff
- Does not interfere with the operation of our general practice
- Does not compromise the security of our general practice

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- Does not impact on our electronic storage capacity
- Does not decrease our general practice network performance (e.g., large email attachments can decrease system performance and potentially cause system outages)
- Does not incur any additional expense for our general practice
- Does not violate any legislation
- Does not compromise any confidentiality requirements of our general practice

Unacceptable use:

The practice team, contractors & other staff may not use the Mobile Device & access provided to:

- Creating or exchanging messages that are offensive, harassing, obscene or threatening
- Visiting web sites containing objectionable (including pornographic) or criminal material
- Exchanging any confidential or sensitive information held by our general practice
- Creating, storing or exchanging information in violation of copyright laws
- Using internet-enabled activities such as gambling, gaming, conducting a business or conducting illegal activities
- Creating or exchanging advertisements, solicitations, chain letters and other unsolicited or bulk email
- Playing electronic or online games in work time.

In addition, CLIENT (Patient) PERSONAL MEDICAL RECORDS OR INFORMATION should NOT be transmitted through Mobile Phone (Unless approved by Medical Director | Practice & Business Manager).

Transfer of Medical Records or Personal Information is transferred ONLY through Secure communication methods.

1. Hard copy via Registered Mail
2. From Medical System (Encrypted)
3. Delivery of Data through External Drive to the practitioner via Registered Post or Personally Delivered by Practice Management (Only under the approval of Medical Director | Practice & Business Manager)

I hereby agree to comply with the above Policy.

Signature of Person making declaration

Name (Print):

Date:

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