

Title: Acceptable Use of BFRS ICT Infrastructure, Systems and Services Policy

Summary: This policy and its associated procedures define the terms and conditions of acceptable use of Information and Communications Technology (ICT) and associated documentation.

Further Information: N/A

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1 Policy Statement

The purpose of this policy and its associated procedures is to define the terms and conditions of acceptable use of Information and Communications Technology (ICT) within Bedfordshire Fire and Rescue Service (BFRS). The policy and procedures cover access arrangements, and use of systems, tools, hardware and software for information processing, transmission and storage.

All BFRS Internet/Intranet/Extranet-hosted systems, ICT issued hardware and storage media, software, operating systems, network accounts (providing access to resources such as the national Emergency Services network), as well as the information contained therein, are the property of BFRS.

BFRS's systems and networks are used primarily for business purposes in serving the interests of BFRS.

BFRS information processing facilities shall be used responsibly at all times in accordance with:

- Published Service policies and procedures.
- Specified and published principles and guidelines.
- National Emergency Services Networks (ESN) regulations.
- All appropriate legislation including the Copyright, Designs and Patents Act 1988, Computer Misuse Act 1990, Data Protection Act 2018,

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General Data Protection Regulation (GDPR) and associated legislation and Freedom of Information Act 2000.

This policy does not form part of any employee's contract of employment, and it may be amended at any time.

Upon being authorised to use BFRS ICT resources, BFRS users will be required to acknowledge acceptance to abide by this Acceptable Use Policy and associated Procedures.

Any breaches of this Policy may put BFRS and the Fire Authority at unnecessary risk and are, therefore, considered to be serious and may be dealt with under the organisation's disciplinary process.

Information security advice is available from the Information Security Officer, which resides in the Business Information Team (Business Application Manager).

This Acceptable Use Policy is approved by, and has the full support of, the Chief Fire Officer (CFO), the Senior Information Risk Officer (SIRO) and the Corporate Management Team (CMT).

2 Organisational Responsibility

- | | | |
|-----|--|---------------------------|
| 2.1 | Paul Hughes (HICT) | Principal Officer |
| 2.2 | Adequate resources, including finance, will be made available to enable this policy to be effectively implemented. | Corporate Management Team |

3 Policy Text

3.1 Groups Affected

This document is intended for viewing by all Elected Members, officers, managers and employees, and where applicable, partners, volunteers and other agencies supporting the Service information processing facilities, systems and procedures.

3.2 Location of Documents

This policy and associated procedural documents can be found in VOI in the Service Library. In line with the review process there may also be natural additions and deletions to this structure from time to time.

3.3 Access and Disclosure Restrictions

No restrictions.

3.4 Equality and Diversity

This document is designed to avoid discrimination and is in accordance with the Disability Discrimination Act 1995, Human Rights Act 1998, and their underlying principles.

4 People Impact Assessment

No People impact assessment required as this policy update only includes minor changes or consolidation of existing policy's which have not changed to add greater context.

5 Review

- 5.1 This Service Order will be subject to review at 3 yearly intervals or following significant change to organisational structure, personnel, procedures or legislation etc.



Bedfordshire
Fire & Rescue Service

Service Information System Policies and Procedures

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