



ADMINISTRATION AND USE OF INFORMATION SYSTEMS

For review by the Executive Committee: by July 2023

1. INTRODUCTION

Squash South Africa (SSA) encourages the use of information systems as a means of information acquisition, processing and sharing in order to improve communication and exchange ideas to achieve our mission and vision.

2. SCOPE

This policy covers employees, Board and committee members who have been allocated an email address xx@squashsa.co.za and/or SSA property i.e. desk or laptop computers.

3. INFORMATION SYSTEMS

Information systems must be used in a responsible and legal manner and to this end SSA:

- 2.1 prohibits the use of SSA information systems for personal incidental email purposes as such use interferes with the business operation of information technology or services, burdens SSA with incremental costs and interferes with the user's employment or obligations to SSA.
- 2.2 reserves the right to access personal emails and internet access/records where SSA property may be used at any time for the purposes of investigation of alleged abuse.
- 2.3 prohibits the use of the internet for personal purposes without prior consent of the National Manager.
- 2.4 prohibits transmission or deliberate acquisition of material that is or may be offensive, defamatory, pornographic or discriminatory.
- 2.5 prohibits deliberate transmission or acquisition of destructive software such as viruses.
- 2.6 prohibits use of SSA information services to hack into external information systems.
- 2.7 prohibits the use of information systems for personal commerce or trade.
- 2.8 will take disciplinary action, which may lead to dismissal or termination of contract, against any individual who breaches this policy regarding acquisition or transmission of material that is offensive, defamatory, pornographic or discriminatory.

4. ACCESS

Access to the internet has the potential to overload SSA's network, reduce productivity and increase costs. To ensure that information systems are utilised effectively, internet access privileges will be determined by the National Manager. The attached form may be filled in to request internet access.

5. EFFECTIVE DATE

The policy is effective from 21 July 2021 and will be updated every two years.

REQUEST FOR ACCESS TO INFORMATION SYSTEMS, INTERNET SERVICES AND SQUASH SA EMAIL ADDRESS

NAME: _____

POSITION: _____

DEPARTMENT: _____

REASON: _____

I have read and understood the policy relating to use of electronic information services and agree to abide by the conditions therein. I understand that misuse will result in cancellation of privileges and possible disciplinary action.

SIGNED: _____ **DATE:** _____

Authorised by National Manager:

NAME: _____

SIGNED: _____ **DATE:** _____