

# Sporting Shooters' Association of Australia ACT Inc.

## Use of Association Technology

### 1. OBJECTIVE

The objective of this policy is to ensure acceptable use of SSAA ACT Inc. Information Technology, including email systems, and Associated Tools.

### 2. POLICY STATEMENT

This policy sets out guidelines for acceptable use of Electronic Media Systems and Associated Tools by Volunteers of the SSAA ACT Inc.. Access to Electronic Media Systems is provided to the SSAA ACT Inc.'s Volunteers for the primary purpose of assisting them in carrying out the duties of their role within the SSAA ACT Inc.. With the approval of Council or Authorised AT Delegate, the Association may provide access to Electronic Media Systems or Associated Tools if it is determined that there is an operational need and in accordance with SSAA ACT Inc. policy.

This Policy applies to all SSAA ACT Inc. Council members, including Discipline/Club/Section and members delegates appointed to represent the membership.

This Policy will benefit SSAA ACT Inc. Members and Volunteers by:

- ensuring the Association's official communications are used in an appropriate manner;
- maintaining acceptable use of Association technology assets;
- ensuring the membership's personal information is protected;
- enhancing our status as a responsible community association;
- reducing risks to the reputation of our Association;
- meeting real and perceived judicial and government compliance requirements.

### 3. DEFINITIONS

"Association" means the SSAA ACT Inc.

"Authorised AT Delegate" means a person authorised by Council who oversees and/or manages Electronic Media Systems and Associated Tools.

"Council" means the elected and appointed officers and delegates from SSAA ACT Inc. Disciplines Clubs and Sections.

"Executive Committee" means the President, Vice President, Deputy Vice President, Secretary and Treasurer of the SSAA ACT Inc.

"Members" means current members of the SSAA ACT Inc.

"Disciplines/ Clubs/ Sections" means those disciplines, clubs and sections of SSAA ACT Inc as constituted by approval of an SSAA ACT Inc. Annual General Meeting.

"Officers" means any volunteer holding an office within SSAA ACT Inc, either through an elected or appointed position, and who holds a position on the SSAA ACT Inc Council or any volunteer within

the SSAA ACT Inc Disciplines/ Clubs/ Sections who has responsibility for management or administration of those Disciplines/ Clubs/ Sections.

“Electronic Media Systems” includes, but is not limited to:

- a) Email
- b) Internet
- c) Intranet
- d) Voicemail
- e) Instant messaging and chat facilities, and
- f) Online discussion groups

“Associated Tools” refers to technology required to access the Electronic Media Systems such as:

- a) Phones
- b) Computers
- c) Tablets
- d) other devices

“Volunteer” means a member of the SSAA ACT Inc. Council or another position created by the Association with specific duties and responsibilities, as determined by the SSAA ACT Inc. Council.

#### **4. RELATED DOCUMENTS**

Association documents and Policies related to this policy and those which must be read in conjunction with this Policy are:

- SSAA ACT Inc. Constitution;
- SSAA ACT Inc. Privacy Policy;
- SSAA ACT Inc. Financial Policies;
- SSAA ACT Inc. Code of Conduct.

#### **5. LEGISLATIVE CONTEXT**

This Policy has been developed with the following legislation in mind:

- Privacy Act 1998 (Cth);
- Spam Act 2003 (Cth);
- Associations Incorporation Act 1991 (ACT).

#### **6. POLICY DETAILS**

The Association is committed to ensuring volunteers have sufficient access to systems and equipment they need to support the Association effectively and in a way that protects health and safety. The Association will ensure that any technology issued to a Volunteer is appropriately used and that any official correspondence to appropriately stored and distributed to ensure the Association meets its obligations under the law and the expectations of members.

Volunteers may use Electronic Media Systems and Associated Tools provided by the Association for:

- a) Any Association work-related purposes;
- b) Limited personal use.

Accordingly, the Association expects volunteers to:

- Use Electronic Media Systems and Associated Tools effectively and for intended purpose;
- Ensure the Associated Tools are protected from loss or damage;

- Ensure Associated Tools are maintained and used in a manner consistent with manufacturer guidelines or as otherwise directed by the Authorised AT Delegate;
- Notify the Authorised AT Delegate if Electronic Media Systems or Associated Tools are found to be faulty, damaged or lost.

Where Volunteers use Electronic Media Systems and Associated Tools belonging to or paid for by the Association whether on or off the premises (including when working remotely), properly authorised Officers of the Association may access any of those tools or associated data to ensure that the policies are being adhered to. Such Electronic Media Systems, Associated Tools and data must not be regarded as private in nature.

The Association may, at its discretion, monitor:

- a) storage volumes;
- b) internet sites visited;
- c) downloaded volumes;
- d) suspected malicious viruses;
- e) emails;
- f) computer hard drives;
- g) phone call and message logs;
- h) others as required.

## 7. RESPONSIBILITIES

It is the responsibility of the Council to ensure that:

- Volunteers are aware of this policy; and
- any breaches of this policy are dealt with appropriately.

It is the responsibility of all Volunteers to ensure that their use of Electronic Media Systems and Associated Tools conforms to this policy. Volunteers are expected to be respectful and professional in all communications using the Association's Electronic Media Systems and Associated Tools.

### 7.1. PRIMARY PURPOSE

Access to Electronic Media Systems and Associated Tools is provided by the Association for the primary purpose of carrying out the tasks and duties associated with a particular role.

### 7.2. ACQUISITION

All acquisitions of Electronic Media Systems and Associated Tools will:

- Be planned and included in the relevant budget, wherever possible;
- Only be undertaken where appropriate written approval has been given; and
- Be based on intended use and what will best meet the requirements of the Association.

Any guarantees or warranties are to be submitted to the Association's Treasurer for registration and filing.

All new Electronic Media systems and Associated Tools are to be recorded by the Treasurer on the Asset Register or as otherwise required by policy.

The Asset Register will record the position that the Electronic Media system or Associated Tool has been issued to, or reissued to.

The Association is only responsible for costs associated with Electronic Media systems or Associated Tools where the acquisition and use has been authorised by the Association.

### 7.3. LIMITED PERSONAL USE

Volunteers may engage in limited personal use of Electronic Media Systems and Associated Tools, in connection with work where it:

- Is infrequent and brief;
- Does not interfere with the duties of the Volunteer or his/her colleagues;
- Does not interfere with the operation of the Association;
- Does not compromise the security of the Association or of its systems;
- Does not compromise the reputation or public image of the Association;
- Does not impact on the electronic storage capacity of Association;
- Does not decrease network performance (e.g. large email attachments can decrease system performance and potentially cause system outages);
- Conforms to the practices for file management and storage;
- Incurs no additional expense for the Association;
- Violates no laws;
- Does not compromise any of the confidentiality requirements of the Association;
- Does not fall under any of the “unacceptable use” clauses outlined below;
- Adheres to the Association’s Constitution and other related policies.

### 7.4. ACCESS TO ELECTRONIC DATA

The Association may need to access all Electronic Media Systems and Associated Tools. The Association may authorise Officers to inspect any files or messages recorded on its electronic media at any time for any reason. The Association may also recover information that a user has attempted to delete, and Volunteers should not assume that such data will be treated as confidential.

### 7.5. UNACCEPTABLE USE

Volunteers may not use Electronic Media Systems and Associated Tools provided by the Association to:

- Create or exchange messages that are offensive, harassing, obscene or threatening;
- Visit websites containing objectionable (including pornographic) or criminal material;
- Exchange any intellectual property, confidential or sensitive information held by the Association;
- Provide access to unauthorised persons or organisations;
- Create, store or exchange information in violation of copyright laws (including the uploading or downloading of commercial software, games, music or movies);
- Undertake internet-enabled gambling or gaming activities;
- Conduct a business or side-project;
- Conduct any illegal activities;
- Conduct any activities that are not in line with the Association’s values or that may bring the Association into disrepute;
- Create or exchange advertisements, solicitations, chain letters or other unsolicited or bulk email;
- Play games.

## 7.6. SECURITY

Volunteers must ensure that when not in use, Electronic Media Systems and Associated Tools are locked and stored securely. For security reasons, Associated Tools should not be left unlocked or unattended in public for any reason.

Volunteers must not leave Associated Tools unattended in a vehicle unless the Association has provided prior written approval for this to occur.

The Association will provide access to Electronic Media Systems to persons authorised. Any person provided access will be responsible for ensuring the security of access to these systems. Access will not be permitted to any person or organisation who is not authorised by the SSAA ACT Inc. Council.

## 8. BREACH OF THIS POLICY

Any breach of this policy may result in disciplinary action up to the immediate termination of a Volunteers membership with the Association.

Other disciplinary action that may be taken includes, but is not limited to, issuing a warning, removal as an Officer of the Association (whether permanently or on a temporary basis), suspension or disconnection of access to internet, email and computer use (whether permanently or on a temporary basis), and withdrawal of access to and use of Associated Tools.

## VERSION CONTROL AND CHANGE HISTORY

<b>Version No.</b>	<b>Author</b>	<b>Purpose/Change</b>	<b>Date</b>
V0.1	Secretary – Nicole Small	Draft	15 October 2023
V0.2	Secretary – Nicole Small	Incorporating amendments	3 December 2023
V1.0	SSAA ACT Inc. Council	Approval received by SSAA ACT Inc. Council	5 December 2023

## DOCUMENT REVIEW

This Policy is to be reviewed every 12 months to ensure compliance with legislation and other Association Policy.