

CRICKET WALES LIMITED

Information Communication Technology (ICT)

Policy & Procedure

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Approved by Board Of Directors

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CRICKET WALES

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Policy applies to: all persons involved in or associated with any aspect of Cricket Wales programmes or activities

Information and Communication Technology (ICT) Information Policy and Procedure

Policy, standards, guidelines and procedures have been established to ensure that Information Communication and Technology (ICT) facilities, services, programs and data are protected from all threats, whether internal or external, deliberate or accidental.

All Users (i.e. anyone with access) is covered by this policy and related procedures.

The ICT policy for employees can be found on page 112 of the Company's HR Manual.

ICT Acceptable Use Policy

All users who are granted access to, or use Cricket Wales Information and Communication Technology (ICT) facilities or services shall use them in an appropriate and responsible manner that further the aims of our sport. Cricket Wales reserves the right to record and monitor activity, limit, restrict, cease, or extend access of ICT facilities and services. Disciplinary actions apply, for violation of this policy and/or procedures.

1. Objectives of the Policy

- 1.1. To minimise Cricket Wales asset and business risk;
- 1.2. To ensure that all of the Cricket Wales computing facilities and services, programs and data are adequately protected against loss, misuse or abuse;
- 1.3. To create Cricket Wales awareness that appropriate information and physical security measures are implemented as part of the effective operation and support of ICT facilities and services;
- 1.4. To ensure that all users fully comply with Information Security policy, standards, guidelines and procedures and the relevant legislation;
- 1.5. To ensure all users are aware of their responsibilities for the security and protection of facilities, services, programs and data over which they have control;
- 1.6. To ensure that the information security aspects of technology and business applications are consistent with the Cricket Wales data protection policy and procedures

2. Responsibilities relating to the Policy

- 2.1. The Cricket Wales Board and CEO has the responsibility for the approval and review of all ICT-related policies, including this Information Security Policy;
- 2.2. The CEO oversees the overall strategic direction, management and operation of Cricket Wales's ICT operation and services, consistent with the operational objectives of Cricket Wales and has overall responsibility for information security and ensuring that users adhere to the agreed policy;
 - 2.2.1. The CEO may delegate some aspects of this responsibility as agreed by the Board to a specialist IT Manager (employee or consultant) particularly relating to IT security. In terms of ICT based at The Sophia Gardens Stadium, Cricket Wales delegates the responsibility to Altodigital Networks Ltd. through Glamorgan Cricket

2.3. The CEO must undertake regular risk reviews to ensure that all risks are identified and all reasonable measures are taken to prevent ICT security breaches;

2.4. All employees must assist in maintaining the security and integrity of Cricket Wales ICT infrastructure, facilities and services and have responsibility to adhere to Cricket Wales related policies.

3. Non-compliance or Breach of the Policy or any ICT related Procedure

Any breach of this policy will be managed in accordance with the ICT breach process detailed below. Disciplinary measures (as contained in relevant Cricket Wales procedures and/or employee agreements) shall apply, for violations of this policy and any other policies or procedures associated with this policy.

4. General rules relating to Emails

Users shall apply the same personal and professional courtesies and considerations in electronic messages as they would in other forms of communication. Staff members are responsible for reading and complying with this procedure and any associated policies, procedures, guidelines or conditions of use.

In addition, Users:-

- 4.1. shall not transmit messages unnecessarily;
- 4.2. shall not transmit frivolous, abusive or defamatory messages;
- 4.3. shall not transmit electronic messages that are illegal or contravene other Cricket Wales policies;
- 4.4. shall not make available to others or access themselves any content that they do not have rights to;
- 4.5. shall not cause interference with other users of email services; examples of interference include transmission of email chain letters, widespread distribution of unsolicited email, junk mail, pyramid mail and the repeated sending of the same message.

Cricket Wales email services may be used to send or receive incidental personal messages providing that such use will not:-

- 4.6. directly or indirectly interfere with Cricket Wales business operations, or
- 4.7. interfere with the user's employment or other obligations to Cricket Wales, or
- 4.8. cause or be likely to cause damage to Cricket Wales's reputation, or
- 4.9. conflict with any Cricket Wales policies, regulations or legislation

The use of 'non-Cricket Wales' email services by employees to convey Cricket Wales related business content is prohibited.

Commercial for profit activities or advertisements:-

- 4.10. Cricket Wales's email services may not be used for commercial activities or personal gain, except as agreed by the CEO
- 4.11. Advertising or sponsorship is not permitted except where such advertising or sponsorship has been approved by Cricket Wales Board

Email Property rights are reserved:-

- 4.12. all electronic messages stored on Cricket Wales computers and networking facilities are deemed to be Cricket Wales records and may be subject to disclosure if required by law;
- 4.13. all emails which are in support of Cricket Wales business are considered to be a Cricket Wales record, irrespective of the location or ownership of the facilities used to create or store the electronic record. Users of email services must be aware of their responsibilities in regard to the management, retention and disposal of Cricket Wales records (refer to Cricket Wales Data Management procedure)

Email Message Storage consent:-

- 4.14. by accessing the Cricket Wales's email services, users consent to their electronic messages being stored both online and off-line as a part of routine Cricket Wales system backup operations
- 4.15. under no circumstances is Cricket Wales accountable for loss of personal electronic messages stored online or off-line

Inspection and Monitoring of Email Messages:-

- 4.16. It is not the policy of Cricket Wales to regularly monitor the content of electronic messages. However, they may be monitored from time to time. Users should construct their communications in recognition of this fact.
- 4.17. the IT Manager will not monitor individual communications out of personal curiosity or at the request of individuals who have not obtained the prior approval of the CEO. However, it may be necessary for the IT Manager to review the content of an individual user's communications during the course of a problem resolution.

Email Privacy:-

Due to the nature of email systems, Cricket Wales cannot guarantee the confidentiality of information contained in messages even though Cricket Wales respects the privacy of Users:-

- 4.18. viewing of stored messages may be necessary from time to time, to help redirect messages that cannot be delivered, to examine contents for legal reasons, or for other operational purposes such as messages that cause failures in the system due to the presence of viruses, size, or message corruption;
- 4.19. Cricket Wales permits the inspection, monitoring or disclosure of electronic messages without the owner's consent following CEO and/or Board authorisation only when-
 - 4.19.1. consistent with and required by law;
 - 4.19.2. there is reason to believe that violations of law or Cricket Wales policy have taken place; or
 - 4.19.3. in exceptional cases, to meet time-dependent, critical operational needs; or
 - 4.19.4. it is necessary to protect the Cricket Wales communication networks; or

- 4.19.5. emergency situations (e.g. when Cricket Wales or its members are endangered or to maintain the integrity of information and services when access to email services must be secured to ensure the preservation of evidence) special dispensations apply

5. ICT Anti-Virus Software

- 5.1. Cricket Wales will ensure that approved and maintained licensed anti-virus software from known and trusted sources is used on all computers owned or leased by Cricket Wales;
- 5.2. anti-virus software must not be deactivated unless instructed to do so as part of a maintenance or similar procedure;
- 5.3. disciplinary actions may apply for violation of these procedures

6. ICT Breach Process

Any alleged breach of the ICT Policy must be reported to the Administration Officer who will record, investigate and act according to this process to ensure consistent and expedient investigation and management of alleged breaches.

Any incident that is considered to be an alleged breach of ICT policy or procedures will be categorised into:

- 6.1. Minor breach, or
- 6.2. Major breach

All breaches must be investigated to determine whether a breach was of an **accidental** or **deliberate** nature.

Consistent categorisation of breaches and recommended disciplinary actions across Cricket Wales apply. Guides to the applicable response are described below:

Staff will be liable to disciplinary action if they are in breach of this IT, E Mail & Internet Usage Policy. Depending on the severity of the offence staff may be liable to summary dismissal.

If any Employee's conduct and/or actions are unlawful or illegal the individual may be personally liable. Information relating to the commission of a criminal offence may be passed to the relevant prosecuting authority.

Any information security incident where a legal infringement is suspected **MUST** be dealt with as a Major Breach.

Major Breach examples might include (but are not limited to):-

- Copying or sharing with others software, music or movies without the written permission of the copyright owner.
- Making a CD track or movie available via a file-sharing service or a web-site.
- Downloading a CD track or movie from a file-sharing service, a peer to-peer service, or a web-site.
- Storing a file on Cricket Wales equipment that contains illegally copied software, music or video storing of files on a personal piece of equipment, copyrighted software or audio-visual material accessed using Cricket Wales Internet service.

- Hacking into, meddling with, or damaging any other computer or service e.g. trying to “break into” or “crash” another computer on the Internet.
- Using another person's identity or authorisation codes. e.g., using someone else’s username or password.
- Possessing, accessing or using any unauthorised hacker tools, whether hardware or software based.
- Viewing, downloading, storing, sending, or giving access to material deemed as illegal.
- Harassing another person e.g. sending obscene messages, pictures or other materials; issuing threats of bodily harm; contacting a person repeatedly without legitimate reason; disrupting another person's lawful pursuits; and invading another person’s privacy.

Minor Breach examples might include (but are not limited to):-

- Use of Cricket Wales facilities and services for the playing of games
- Use of Cricket Wales equipment for chat sessions not associated with the administrative requirements of Cricket Wales
- Storage of personal family information e.g. finances

7. Standard for Password

Users must not:

- Share their password with anyone
- Write their password down

A breach of these requirements may incur disciplinary action by Cricket Wales.

8. Telecommunication Policy

The Telecommunication policy for employees operating on company premises can be found on page 117 the Company’s HR Manual.

9. Administrative Procedures on Ceasing Employment (or Key Volunteer Activity)

- 9.1. When a staff member’s employment with Cricket Wales ceases for any reason, Cricket Wales shall deny access by the former staff member to their electronic account(s).
- 9.2. When a key volunteer ceases to be involved, access to Cricket Wales accounts and information shall cease. Any data held by the volunteer relating to their volunteering must be returned to Cricket Wales as soon as practicable or if returning of data is not required said data must be deleted from the key volunteer’s equipment immediately, (particularly if the data relates to personal information of others e.g. a coach holding athlete personal information or a physio holding medical information).