

Acceptable Use Policy

Policy Scope

This policy applies to all staff and learners, and others who use the Welcome Skills Limited Management Information System (MIS). For the purposes of this policy, MIS is defined as:

1. Software for tracking, and managing Welcome Skills Limited course learners and course information that contains personal student data (e.g., name, NI Number, ID number, address and contact details,), regardless of how this data is populated.

MIS Use, Operations & Security

1. All users must authenticate with unique user credentials.
2. All users must not use the system for purposes other Welcome Skills Limited affiliated activities.

User Management & Access

1. All users will be given their own unique username by Welcome Skills. All users must access the system through their designated account.
2. It is unacceptable practice so access systems with another person's username, or to allow someone else to access their account with their username or password.
3. The MIS Manager shall disable access or remove users for inappropriate behaviour, per this policy and other policies that define appropriate conduct for Welcome Skills Limited staff.
4. The Administrators shall restrict course accounts and individual file uploads to a size that permits archiving.
5. Staff are reminded that they have a responsibility to comply with legislation including the Computer Misuse Act (1990), the Data Protection Act (1998), the Obscene Publications Act (1964), Protection of Children Act (1978), the Video Recordings Act (1984) when using any IT system provided by the company or used on company business and the General Data Protection Regulation (May 2018), including the updates following Brexit.

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General Data Protection Regulation

General Principles

All staff will follow the General Principles of the General Data Protection Regulations from May 2018. This means that all data will be:

- processed lawfully, fairly and in a transparent manner in relation to individuals.
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

The Data Manager will be responsible for, and be able to demonstrate, compliance with the principles.”

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