Do's and don'ts for internet & email use

Do

- Comply with the Southwark Council Information Security Policies and Standards at all times
- Use this document in conjunction with other policies as necessary
- Change your password on a regular basis:
  - The change period must be no more than every 3 months
  - The password must be changed more immediately if it is disclosed to another party, or if it is suspected that someone else knows it
  - The password must be at least 8 characters, including a mixture of numbers upper and lower case letters
  - The password must not include obvious words/names such as Password123. Southwark1 or Training3d
- Report the receipt of emails containing racial, sexual, religious or otherwise offensive remarks or media immediately to your line manager
- Use only items from the approved range of Southwark Council approved mobile devices to send and / or receive email
- Send email in an encrypted format if you are sending confidential, personal or sensitive personal data - if you are sending personal or sensitive personal data, you need to use the Southwark Council Egress solution
- Delete any email which contains personal data which may be subject to the Data Protection Act as soon as it is no longer required for the purpose for which it was obtained

Do not

- Send unencrypted personal, sensitive personal and / or confidential emails
- Auto-forward email to external addresses
- Open email or attachments if the source is unknown
- Send emails containing racial, sexual, religious or otherwise offensive remarks or media
- Access web sites containing racial, sexual, religious or otherwise offensive remarks or media
- Use your email account to post messages on non-business related discussion forums or subscribe to non-business related mailing lists
- Reply to SPAM email or click on web links contained in unsolicited email
- Send 'mailshots' or other mass mailings to more than 20 recipients and/or which exceed 3Mb per email without prior agreement from your line manager
- Use your email client to access email accounts other than the one(s) provided for you by Southwark Council for business purposes
- Use your Southwark Council email account to run or engage in any form of personal or private business for hire or reward
- Access non-Southwark Council email accounts, e.g. Hotmail, Gmail etc. unless approved via your line manager

Should you have any questions, please contact the Information Security Team

Southwark Council
southwark.gov.uk