

Community Based Care of Brevard, Inc. Policy and Procedure Manual



Series: Information Technology **COA:** NET 2.02 & 2.03; RPM 5.01 & 6.03

Procedure Name: Use of Communication Systems
Procedure Number: IT-808
Revision #/Date:
Effective Date: 3/24/09

CFOP:

Applicable to: All CBCB employees, contractors, freelancers, and other agents who utilize the CBCB telecommunications and/or email systems.

SUBJECT: Use of Communication Systems

PURPOSE: The purpose of this procedure is to outline the reason for access, acceptable and unacceptable use of email and telephony on the CBCB network.

PROCEDURE:

References

CBCB Policies/Procedures GOV-202, GOV-203, HR-2305, OP-1050.19

Florida Statute Chapter 668

Definitions

Email is defined as electronic mail communication routed through or handled by the CBCB network and/or CBCB email server.

Network user is defined as any individual or entity that uses the CBCB network voice or data infrastructure to communicate.

Communications systems are defined as but are not limited to the Telephone, Electronic Mail (E-Mail), Facsimile, Internet, Corporate Intranet, Voice Mail, Computers, Modems and Systems Software.

Communications Systems Use Protocols

It is the intent of CBCB to provide the communication systems necessary for the conduct of its business. Network users are expected to adhere to proper and responsible use of all communication systems. Network users who are permitted use of CBCB equipment and networks must comply with CBCB policies and procedures regarding its use.

Privacy

The communication systems owned and operated by CBCB are to be used for the business of CBCB. Employees should have no expectation of privacy of any correspondence, messages or information in the systems. CBCB reserves the right to access and disclose all such messages sent for any purpose. All such messages, regardless of content or the intent of the sender, are a form of corporate correspondence, and are subject to the same internal and external regulation, security and scrutiny as any other corporate correspondence. E-mail communications are official communications, which may be subject to summons in legal proceedings and subject to Florida Statute Chapter 668.

Harassment

CBCB's communication systems shall not be used as a forum to promote religious, political or any illegal activity. Offensive messages, opinions, or messages that may be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, disability, or religion or status as a Vietnam-era veteran are prohibited on CBCB's communication systems. Sexually explicit images, messages, cartoons or other such items are also prohibited on CBCB communications systems.

Unauthorized Access

Employees shall not attempt to gain access to another employee's personal communications system or messages. CBCB is the exclusive owner and operator of all CBCB communications systems and information contained therein and as such reserves the right to access an employee's messages at any time, without notice to the employee.

Signatures

The following signature shall be attached to any email message leaving the confines of the CBCB network:

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"Confidentiality Notice: This message and any attachments are for the sole use of the intended recipient(s) and may contain confidential and privileged information that is exempt from public disclosure. Any unauthorized review, use, disclosure, or distribution is prohibited. If you have received this message in error please contact the sender (by phone or reply email) and then destroy all copies of the original message."

This signature will automatically be attached to any message routed through the CBCB BlackBerry Enterprise server.

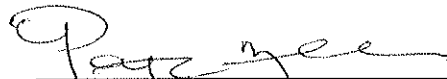
Transmission of Confidential Information

When it is necessary in the course of CBCB business to transmit confidential information, all currently available safeguards shall be utilized. These safeguards include but may not be limited to password protection of attached documents and password protection of email. It is imperative that the receiver of confidential information be known to the sender. Transmitting confidential information shall be limited to the absolute necessity of CBCB business and shall NOT under any circumstances be used as a convenience (i.e., sent to a home email address)

Procedure Noncompliance

Violations of any guidelines listed herein should be reported as outlined in CBCB procedure OP-1050-19: Security Incident Reporting and Tracking. If necessary, CBCB will advise appropriate legal officials of any violations of the law.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer

Signature Date: 3/26/09