

# BUFFALO

## SEWER AUTHORITY

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|--------------|---|----------------|-----------|
| Title        | General Email/Internet Usage Policy       | SOP Number     | HR 102    |
| Approved by  | Oluwole A. McFoy, P.E.<br>General Manager | Effective Date | 10/1/2018 |
| Revision No. | 1   | Date Revised   |           |

### Purpose

The Buffalo Sewer Authority General Email/Internet Security and Use Policy forms the foundation of the corporate Information Security Program. Information security policies are the principles that direct managerial decision making and facilitate secure business operations. A concise set of security policies enables the IT team to manage the security of information assets and maintain accountability. These policies provide the security framework upon which all subsequent security efforts will be based. They define the appropriate and authorized behavior for personnel approved to use Buffalo Sewer Authority information assets.

### Applicability

The Buffalo Sewer Authority General Email/Internet Security and Use Policy applies to all employees, interns, contractors, vendors and anyone using Buffalo Sewer Authority assets. Policies are the organizational mechanism used to manage the confidentiality, integrity and availability issues associated with information assets. Information assets are defined as any information system (hardware or software), data, networks and components owned or leased by Buffalo Sewer Authority or its designated representatives.

### Internet Use

Internet access is provided to Buffalo Sewer Authority employees to conduct Buffalo Sewer Authority business. While these resources are to be used primarily for Buffalo Sewer Authority business, the company realizes that employees may occasionally use them for personal matters and therefore provides access to non-offensive personal sites:

- ✦ Internet activity will be monitored for misuse.
- ✦ Internet activities that can be attributed to a Buffalo Sewer Authority domain address (such as posting to newsgroups, use of chat facilities and participation in mail lists) must not bring disrepute to Buffalo Sewer Authority or associate Buffalo Sewer Authority with controversial issues (i.e., sexually explicit materials).
- ✦ Internet use must not have a negative effect on Buffalo Sewer Authority operations.
- ✦ Users will not make unauthorized purchases or business commitments through the Internet.
- ✦ Internet services will not be used for personal gain.
- ✦ Internet users will make full attribution of sources for materials collected from the Internet. Plagiarism or violation of copyright is prohibited.

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- ✚ Release of Buffalo Sewer Authority proprietary information to the Internet (i.e., posting information to a newsgroup) is prohibited.
- ✚ All Internet users will immediately notify the IT team of any suspicious activity.
- ✚ All remote access to the Buffalo Sewer Authority internal network through the Internet will be encrypted and authenticated in a manner authorized by the IT team.
- ✚ Accessing personal social networking accounts (including but not limited to Facebook, Twitter, Google+, MySpace, LinkedIn, Foursquare and Tumblr) or using Buffalo Sewer Authority email for social networking purposes is prohibited during working hours.

### **Email Use**

All email on the Buffalo Sewer Authority information systems, including personal email, is the property of Buffalo Sewer Authority. As such, all email can and will be periodically monitored for compliance with this policy.

The following items are the corporate policy statements for Access Controls:

- ✚ Individual email accounts are intended to be used only by the person to whom they are assigned. Special arrangements can be made to share information between team members, such as between a producer and an account representative. In all other cases, no user is authorized to open or read the email of another without the express consent.
- ✚ Email is provided to the users of Buffalo Sewer Authority primarily to enhance their ability to conduct Buffalo Sewer Authority business.
- ✚ Terminated employees will have all email access immediately blocked.
- ✚ Users who leave the company will have all new emails automatically forwarded to their supervisor, or their designated representative, for 30 days.
- ✚ The former employee's supervisor is responsible for disseminating stored emails to the appropriate party. Thirty days after the date of termination, the former employee's mailbox will be permanently removed from the system.
- ✚ Use of profane, inappropriate, pornographic, slanderous or misleading content in email is prohibited.
- ✚ Use of email to spam (i.e., global send, mail barrage) is prohibited. This includes the forwarding of chain letters.
- ✚ Use of email to communicate sexual or other harassment is prohibited. Users may not include any words or phrases that may be construed as derogatory based on race, color, sex, age, disability, national origin or any other category.
- ✚ Use of email to send unprofessional or derogatory messages is prohibited.
- ✚ Forging of email content (i.e., identification, addresses) is prohibited.
- ✚ Any email activity that is in violation of policy statements or that constitutes suspicious or threatening internal or external activity will be reported.