



RAMJO
Riverina & Murray Joint Organisation

EMAIL AND INTERNET POLICY

November 2024

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Policy #	Adoption Date	Effective Date
1	8 November 2024	8 November 2024

Revision History

Version	Adoption Date	Authorised by	Approved by	Revision Date
1	8 November 2024	Executive Officer	Board	November 2025

Email and Internet Policy

1 Purpose

The purpose of the Email and internet Policy is to provide direction to the Riverina and Murray Joint Organisation (RAMJO) staff regarding the use and record keeping of email and internet.

2 Scope

All Board members, staff, contractors and consultants must comply with this policy in their conduct of official business for RAMJO.

3 Statement

- All Staff that have access to email and internet have a responsibility to maintain the integrity of the records system
- Use of email and internet by staff, is authorised and encouraged where such use is appropriate for business purposes and supports the goals and objectives of RAMJO
- Email and internet will be incorporated into the records system if it provides evidence of RAMJO's business activities
- Email and internet that becomes RAMJO's records must be retained in accordance with the approved retention periods listed in the General Disposal Schedule issued by State Records
- Email and internet are part of RAMJO's computer network and all information processed, transmitted or stored in the system is the property of RAMJO
- Email and internet must not include any material or information which is illegal, offensive, racist or discriminatory. Such behaviour is not accepted by RAMJO and will result in disciplinary action.
- Email and internet that is retained as RAMJO's records are accessible to the public under the *Government Information (Public Access) (GIPA) Act* and Privacy Legislation.

4 Responsibility

Email

- Email is a business tool. Staff must make sure that email is brief, concise and business related and is kept in the system only as long as required
- Email should not be assumed to be secure and viewing by third parties may occur. Staff should be aware of the potential risks involved in sending confidential or sensitive information
- Email may continue to exist long after it has been deleted. Deletion eliminates the email or file name from the computer directory but the information still exists in the backup system until it has been overwritten
- Email is subject to the full range of laws applying to other communications, including copyright, breach of confidence, defamation, privacy, contempt of court, harassment and criminal laws
- Email related to the governance, activities, commitments and funding of RAMJO programs should be filed electronically and appropriately on relevant hard-drives.

Internet

- Internet use will be for RAMJO business purposes. Limited Staff private use may be endorsed by Management, subject to it not interfering with RAMJO business
- Staff will not upload, download or transmit commercial software or copyrighted materials, without the authority of the owner of the software or material

- All RAMJO staff, board members, contractors and visitors utilising RAMJO internet services must ensure that their internet use:
 - Does not involve illegal activities or access to prohibited content
 - Is free from discriminatory behaviour, harassment, or offensive material
 - Avoids accessing or sharing inappropriate content that is not suitable for a professional work environment.

5 Related Documents

Code of Conduct

Communications policy

END OF POLICY