

POLICY FOR PRIVATE USE OF EEA IT AND TELEPHONY EQUIPMENT

Staff is reminded that computer equipment, e-mail and internet access, fixed telephones, mobile phones and fax equipment have been installed by the EEA for official use.

The rule is that most of this equipment may be used for private purposes as long as it is on an occasional basis and does not amount to extensive use of the equipment or causes any disturbances for the service.

To be more precise:

Computer equipment

In this case it is mainly the use of central disk space (such as G:\ & H:\) that is of concern and private use of those resources should be limited to important documents such as contracts, CVs and similar.

Music, video and pictures and other space demanding file types should not be stored on EEA’s network drives. For limited use, the local PCs disk drives could be used, but bearing in mind that the PC is the property of EEA and the Helpdesk might have to reinstall it if malfunctioning and that there are no backups made of it.

Staff’s disk usage can and will be monitored on a need basis.

E-mail

Sending and receiving private e-mail is not in breach of this policy if they are not of an illegal nature and taking up too much space in the e-mail system. Private e-mails are also expected to be deleted if they are of no importance or archived separately if important. The use of external e-mail services such as Hotmail or Google mail is an alternative.

All E-mail traffic in EEA’s network is logged and a journaling function is in place, copying all e-mail to a central archive. This archive is searchable with access rights respecting the personal privacy rules.

Internet access

The use of the Internet is not restricted at EEA, but restrictions do however apply, such as engaging in file sharing and accessing illegal material from EEA’s network or PCs or downloading material protected by copyright laws (also mentioned in the Security policy and guidelines on the Intranet).

Outgoing Internet traffic is not logged centrally. Internet traffic is however saved in the browser’s history cache on the local PC. The settings for saving browser cache can be changed by the PC users.

Fixed telephones

The fixed line telephones are for official use. The calls are logged in the central telephony system but not in any way recorded.

Mobile phones

The use of EEA's mobile phones is limited to official use only. Private calls are only allowed in cases of exception due to circumstances outside your control. An example would be phoning home from a mission to notify that your flight is delayed.

The itemised invoice is always reviewed in the invoice verification process.

Fax equipment

To be used in accordance with the general policy mentioned above

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