PERFORMING ARTS NETWORK OF SOUTH AFRICA

Postnet Suite 237, P/Bag X18, Rondebosch, 7700 • Tel: 021 448 3513 • E-mail: info@pansa.org.za •
3b Beach Road, Woodstock, 7925
Website:www.pansa.org.za
Registered Non Profit Organisation: 019-469-NPO
PBO no: 930017636 PAYE no: 7550756755

01 April 2011

TECHNOLOGY USAGE POLICY

This document contains the policies and procedures governing the use of technology for the Performing Arts Network South Africa (PANSA).

PURPOSE & SCOPE

PANSA makes use of a number of technologies in the undertaking of its operations, and this policy is to provide guidelines for usage by staff, ad hoc staff, committee, and, if applicable, members of public. All communication and information transmitted by, received from or stored in these systems are the property of PANSA and, as such, are intended to be used for job-related purposes only.

GENERAL GUIDELINES

PANSA strives to use technology in ways that are:

1. Financially the most efficient
2. Maintain the security of information
3. In line with our environmental policy
4. Efficient in time management
5. Provide the best interfaces for use both internally and externally
6. Are the optimal solution to our business needs

1.1 MONITORING

PANSA provides the network, computers, email and other communications devices for staff use for company business. PANSA may access and disclose all data or messages stored on its systems or sent over its email system. PANSA reserves the right to monitor communication and data at any time, with or without notice, to ensure that PANSA property is being used only for business purposes. PANSA also reserves the right to disclose the contents of messages for any purpose at its sole discretion. No monitoring or disclosure will occur without the direction of either the National Director, or National Chair, unless otherwise noted. Should project staff be working on their own computers and email, PANSA reserves the right to request at any time all files and information pertaining to PANSA business.

1.2 RETRIEVAL

Notwithstanding PANSA's right to retrieve and read any emails sent on PANSA addresses, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any emails that are not sent to them and cannot use a password, access a file, or retrieve any stored information unless authorized to do so, unless mandated to do so by the National Director or their designated authority.

National Steering Committee
Erica Glyn-Jones (Chairperson) • Themi Venturas (General Secretary) • Willie Reetsang (Deputy Chairperson)
Kajal Bagwandeen (Treasurer) • Illa Thompson • Frans Sema • Karen Jeynes • Goitsemang Pholo • Deon Lotz

Postnet Suite 237, P/Bag X18, Rondebosch, 7700 • Tel: 021 448 3513 • E-mail: info@pansa.org.za •
3b Beach Road, Woodstock, 7925
Website:www.pansa.org.za
Registered Non Profit Organisation: 019-469-NPO
PBO no: 930017636 PAYE no: 7550756755

1.3 PASSWORDS

Initial passwords are assigned to staff and should not be given to other staff or persons outside the organisation. Employees should change the provided passwords as soon as possible using the instructions provided by the National Director or their designated authority. PANSA reserves the right to override any employee-selected passwords and/or codes. Employees are required to provide PANSA with any such codes or passwords to facilitate access as needed. Periodically, staff may be required to change their passwords. At no time should a PANSA employee allow a temporary, contractor or another employee use of their login. In the case where an employee does provide another person access to their account, they will be responsible for the actions of the individual using their account. Passwords should not be stored in computer data files, on the network, or be displayed openly at any workstation. The following should be password protected:
1.3.1 Each workstation on start up
1.3.2 Email accounts
1.3.3 Database or web logins
1.3.4 Logins to other technologies provided for use by PANSA

1.4 CONTENT

Employees should note that any data and information on the system will not be deemed personal or private. In addition, the email system may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorisation.

1.5 LEGAL PROCEEDINGS

Information sent by employees via any technology system may be used in legal proceedings. Emails are considered written communications and are potentially the subject of subpoena in litigation. PANSA may inspect the contents of emails in the course of an investigation, will respond to the legal process and will fulfill any legal obligations to third parties.

1.6 PHYSICAL SECURITY

Access to technical equipment will be limited to staff who require access for the normal performance of their jobs. Computers with sensitive information installed on the local disk drive should be secured in a locked room or office during non-business hours. Equipment which is to be removed from PANSA property must be approved in advance with the National Director or their designated authority, and an inventory of this equipment maintained. All equipment removal from the premises by an individual must be documented, including the makes, manufacturers and serial numbers on an IT supplied form, and a copy of this form shall be filed in the employee's HR folder. If the employee leaves the organization, he or she must return the equipment to PANSA prior to the last day of employment.

1.7 NETORK SECURITY

PANSA will monitor network security on a regular basis. Adequate information concerning network traffic and activity will be logged to ensure that breaches in network security can be detected. PANSA

National Steering Committee
Erica Glyn-Jones (Chairperson) • Themi Venturas (General Secretary) • Willie Reetsang (Deputy Chairperson)
Kajal Bagwandeen (Treasurer) • Illa Thompson • Frans Sema • Karen Jeynes • Goitsemang Pholo • Deon Lotz

Postnet Suite 237, P/Bag X18, Rondebosch, 7700 • Tel: 021 448 3513 • E-mail: info@pansa.org.za •
3b Beach Road, Woodstock, 7925
Website:www.pansa.org.za
Registered Non Profit Organisation: 019-469-NPO
PBO no: 930017636 PAYE no: 7550756755

will also implement and maintain procedures to provide adequate protection from intrusion into PANSA's computer systems from external sources. No computer that is connected to the network can have stored, on its disk(s) or in its memory, information that would permit access to other parts of the network. Staff should not store personal, business, member or other credit card/account information, or passwords within word processing or other data documents.

1.8 PERSONAL COMPUTER SECURITY

Only legally licensed or open source software will be installed on PANSA computers. Users are expected to read, understand and conform to the license requirements of any software product(s) they use or install. Software cannot be copied or installed without the permission or involvement of the National Director or their designated representative. PANSA will configure all workstations with virus protection software, which should not be removed or disabled. Each employee is responsible for protecting their computer against virus attack by following guidelines for scanning all incoming communications and media, and by not disabling the anti-virus application installed on their workstation. All data disks and files entering or leaving PANSA should be scanned for viruses. All staff will log out of the network and turn their computers off before leaving the office at night. Staff should log off of the network when they will be away from their desk for an extended period.

1.7 ACCESS TO COMPUTERS

PANSA will provide computers to all staff. External people who are determined to be strategically important to PANSA, such as temporary staff, committee members or contractors, will also be provided access as appropriate, on a case-by-case basis. The employee managing the temporary or contract staff assumes responsibility for the identification of access requirements and use of the equipment.

1.8 INTERNET USAGE

The Internet is to be used for business purposes only. Employees with Internet access are expressly prohibited from accessing, viewing, downloading, or printing pornographic or other sexually explicit materials. In addition, employees should be mindful that there is no assurance that emails and attachments sent within the company and on the Internet will not be seen, accessed or intercepted by unauthorised parties. Ad hoc personal communication is allowable within reason, but is subject to all the terms of this policy, and is at the discretion of the National Director or their designated authority.

1.9 SOFTWARE USAGE

Employees are expected to use the standard software provided by PANSA, or identify applications they need in the course of their work. Staff members are not permitted to download applications, demos or upgrades without the involvement of the National Director or their designated authority. Employees will use the PANSA email system provided for official communications, and should not install their own email systems. Additionally, use of instant messaging programs, such as ICQ, AOL Instant Messenger, Microsoft Messenger, etc., is prohibited unless otherwise approved by management for the undertaking of business.

National Steering Committee
Erica Glyn-Jones (Chairperson) • Themi Venturas (General Secretary) • Willie Reetsang (Deputy Chairperson)
Kajal Bagwandeen (Treasurer) • Illa Thompson • Frans Sema • Karen Jeynes • Goitsemang Pholo • Deon Lotz

Postnet Suite 237, P/Bag X18, Rondebosch, 7700 • Tel: 021 448 3513 • E-mail: info@pansa.org.za •
3b Beach Road, Woodstock, 7925
Website:www.pansa.org.za
Registered Non Profit Organisation: 019-469-NPO
PBO no: 930017636 PAYE no: 7550756755

1.11 OPEN SOURCE

PANSA supports the principles of Open Source and Creative Commons, and will make use of these solutions wherever they fit the organisation's needs

1.12 DATA PRIVACY

Data such as member contact details, project related documents, and anything which doesn't fall in the public domain are to be treated by staff as confidential, and not disseminated to the public in any way, unless they are directed otherwise by the National Director or their designated authority.

National Steering Committee
Erica Glyn-Jones (Chairperson) • Themi Venturas (General Secretary) • Willie Reetsang (Deputy Chairperson)
Kajal Bagwandeen (Treasurer) • Illa Thompson • Frans Sema • Karen Jeynes • Goitsemang Pholo • Deon Lotz