

<p>Dh'fhaodte gun tèid ceuman smachdachaidh a ghabhail airson cleachdaiche sam bith a bhriseas am poileasaidh seo.</p>	<p>Any user found to have violated this policy may be subject to disciplinary action.</p>
<p>Ma bhriseas luchd-solair treas-phàrtaidh am poileasaidh seo, dh'fhaodar gun tèid goireasan teicneòlas fiosrachaidh Bòrd na Gàidhlig a thoirt air falbh bhon treas-phàrtaidh sin agus/no gun tèid cuir às do chùmhnant(an) sam bith eadar Bòrd na Gàidhlig agus an treas-phàrtaidh.</p>	<p>Breaches of this policy by third party providers may lead to the withdrawal of Bòrd na Gàidhlig information technology resources to that third party and/or the cancellation of any contract(s) between Bòrd na Gàidhlig and the third party.</p>
<p>7 Measadh na Buaidhe air Co-ionannachd</p>	<p>Equality Impact Assessment</p>
<p>Tha Bòrd na Gàidhlig ag aithneachadh a dhleistanais a bhith a' dèanamh cinnteach nach eil leth-bhreith no ana-cothrom air duine air sgàth aois, ciorram, ath-shònrachadh gnè, pòsadh agus com-pàirteachas catharra, leatromachd agus màthaireachd, cinneadh, creideamh no feallsanachd, gnè no taobhadh feise.</p>	<p>Bòrd na Gàidhlig recognises its responsibility to ensure that no-one is discriminated against or disadvantaged on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.</p>
<p>8 Smachd Sgrìobhainn</p>	<p>Document Control</p>

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Poileasaidh air Post-d agus Cleachdadh an Eadar-lìn
E-mail and Internet Use Policy

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1.Ro-ràdh

- 1.1. Tha sreath de phoileasaidhean aig Bòrd na Gàidhlig a tha ag amas gum bi deagh stiùireadh dhaoine ann air feadh na buidhne agus gus dèanamh cinnteach gu bheil daoine air an làimhseachadh gu cunbhalach. Is e rùn nam poileasaidhean sin luchd-obrach agus manaidsearan a chuideachadh gus na dleastanasan fa leth aca a thuigsinn gus toraidhean agus prìomhachasan Plana Corporra agus Plana Obdach Bhòrd na Gàidhlig a libhrigeadh.
- 1.2. Tha am poileasaidh seo a' buntainn ri luchd-obrach uile Bhòrd na Gàidhlig. Tha prionnsapalan a' phoileasaidh seo a' buntainn ri luchd-obrach a tha a' dèanamh na h-ùine dearbhaidh aca aig an àm seo.
- 1.3. Bu chòir dhut stiùireadh iarraidh bhon mhanaidsear-sreatha agad no bho Seirbheisean HR mu chur an gnìomh a' phoileasaidh seo.
- 1.4. Chan eil am poileasaidh seo na phàirt de chòraichean cùmhnant an neach-obrach. Tha Bòrd na Gàidhlig a' glèidheadh na còrach mion-fhiosrachadh nam poileasaidhean atharrachadh nuair a bhios seo riatanach mar thoradh air reachdas no feumalachdan na buidhne, ann an co-chomhairle ri taobh nan aonadh ciùird (TUS) mar a bhios iomchaidh.

1. Introduction

Bòrd na Gàidhlig has a suite of policies aimed at delivering good people management across the organisation and to ensure consistency of treatment. The intention of these policies is to help employees and managers understand their individual responsibilities to achieve the outcomes and priorities of the Bòrd na Gàidhlig Corporate Plan and Operational plan.

This policy applies to all employees of Bòrd na Gàidhlig. For employees who are currently serving their probationary period, the principles of this policy will apply.

Guidance should be sought from your line manager or HR Services on the operation of this policy.

This policy does not form part of the employee's contractual rights. Bòrd na Gàidhlig reserve the right to vary the detail of the policies as may be required by legislation or organisational requirements, in consultation with trade union side (TUS) as appropriate.

2. Aithris Poileasaidh

2.1. 'S e amas a' phoileasaidh seo stiùireadh a stèidheachadh a thaobh cleachdadh puist-d agus an eadar-lìn san àite-obrach.

2.2. Tha am poileasaidh seo a' buntainn ri:

- Luchd-obrach BnG
- Buill a' Bhùird-stiùiridh
- Saor-thoilich
- Cunnradairean
- Luchd-cleachdaidh sealach siostaman Bhòrd na Gàidhlig

2.2. Tha am poileasaidh seo a' gabhail a-steach:

- Coimpiutairean pearsanta (PCan) no innealan coimpiutaireachd air an toirt dhut le BnG no air an cleachdadh airson obair BnG, m.e. coimpiutairean-deasg/laptopan/tablaidean.
- Post-d.
- Siostaman agus bathar-bog BnG.
- Lìonra ICT BnG.
- Meadhanan/meadhanan so-ghiùlan
- Fiosrachadh air lethbhreacan cruaidh (rudan air an clò-bhualadh) air a bheil dàta BnG.

2. Policy Statement

The aim of this policy is to set guidelines on the use of email and the internet at work.

This policy applies to:

- BnG employees
- BnG Board members
- Volunteers
- Contractors
- Temporary users of BnG systems

This policy covers:

- Personal Computers (PCs) or other computing devices issued to you by BnG or used on BnG business, e.g. desktops/ laptops/tablet.
- Email.
- BnG systems and software.
- The BnG ICT network.
- Media/portable media
- Hard copy information (print-outs) containing BnG data.

3. Prionnsapalan

3.1. 'S e iad na prìomh phrionnsapalan a thaobh cleachdadh puist-dealan is an eadar-lìn:

1. Gun cumar ri luachan Bhòrd na Gàidhlig fad an t-siubhail
2. Gum bi cleachdadh laghail, reusanta agus gum biodh e ga mheas iomchaidh leis a' phobail
3. Gum bi tèarainteachd ruigsinneachd, fiosrachaidh is uidheim air a glèidheadh an-còmhnaidh
4. Nach bi conaltradh sam bith bho shiostaman/seòlaidhean puist-dealain BnG a dh'fhaodadh a bhith air a mheas mar ghnìomhachd phoileataigeach a' briseadh [Còd Riaghlaidh na Seirbheis Catharra](#)
5. Nach bithear a' cleachdadh siostaman no uidheaman BnG airson adhbharan gnothachais pearsanta

3.2. Chan eil am poileasaidh seo a' gabhail a-steach cleachdadh nam meadhanan sòisealta. Tha seo a' tighinn fo n-poileasaidh nam meadhanan sòisealta

3. Principles

The over-riding principles of e-mail and Internet use are that:

1. Bord na Gàidhlig values are reflected at all times
2. Use is legal, reasonable and would be pass public scrutiny
3. Security of access, information and equipment is maintained at all times
4. Any communications from BnG systems/ email addresses that could be construed as political activity are not contrary to the [Civil Service Management Code](#)
5. No personal business interests are conducted using BnG systems or equipment
6. Use of Bòrd na Gàidhlig information systems or data contained therein for personal gain, to obtain personal advantage or for profit is not permitted and shall be deemed a disciplinary offence
7. Users shall not store, upload and download private data (e.g. private pictures) from Bòrd na Gàidhlig devices to and from the Internet or over Bòrd na Gàidhlig's network.

This policy does not cover the use of social media. This is covered under the social media policy.

- 3.4. Bidh teicneòlas agus an lagh ag atharrachadh gu tric, agus thèid am poileasaidh seo ùrachadh a rèir nan atharrachaidhean mar as iomchaidh. Thèid fios a chur gu luchd-obrach nuair tha am poileasaidh air atharrachadh, agus tha e an urra riutha an dreach as ùire den sgrìobhainn seo a leughadh.

Technology and the law change regularly, and this policy will be updated to account for changes as and when necessary. Employees will be informed when the policy has changed, and it is their responsibility to read the latest version of this document.

4. Teirmichean cleachdaidh

4.1. Post-d

- 4.1.1. Tha cothrom air post-dealain air a thoirt seachad airson adhbharan gnìomhachais Bhòrd na Gàidhlig. Ged is e dòigh conaltraidh an ìre mhath neo-fhoirmeil a th' ann am post-dealain, bho shealladh laghail, tha e air làimhseachadh san aon dòigh ri conaltradh air pàipear. Gabhaidh post-d a chaidh a sguabadh às fhaighinn air ais agus tha post-d fo ùmhlachd foillseachadh do na h-ùghdarrasan no pàrtaidhean eile, agus dh'fhaodadh e a bhith le ùmhlachd do chùisean lagha. Chan eil post-dealain tèarainte agus chan fhaodar post-dealain fosgailte a chleachdadh airson fiosrachadh dìomhair.

- 4.1.2. Ged is ann airson cleachdadh gnìomhachais a tha an siostam puist-dealain sa chiad dol a-mach, tha a' bhuidheann a' tuigsinn gum feum luchd-obrach puist-dealain pearsanta a chur no fhaighinn uaireannan, a' cleachdadh an t-seòlaidh-obrach aca. Nuair a chuireas luchd-obrach post-dealain pearsanta, bu chòir dhaibh a bhith a cheart cho faiceallach 's a bhios iad nuair a chuireas iad post-dealain co-cheangailte ri obair.

4. Terms of Use

Email

Access to email is provided for Bòrd na Gàidhlig business purposes. Although email is a relatively informal method of communication, from a legal perspective it is treated in exactly the same way as hardcopy correspondence. It is recoverable and subject to disclosure to the authorities or other parties and may be subject to legal action. Email is not secure and open email must not be used for sensitive information.

Although the email system is primarily for business use, the organisation understands that employees may on occasion need to send or receive personal emails using their work address. When sending personal emails, employees should show the same care as when sending work-related emails.

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4.2.1. Bidh Bòrd na Gàidhlig a' criathrachadh agus a' sgrùdadh cleachdadh an eadar-lìn agus a' chuid as motha de sheirbheisean a tha air an toirt seachad air an eadar-lìon. Chan eil cuid de rudan air-loidhne freagarrach agus dh'fhaodadh seo buaidh mhòr a thoirt air cliù Bhòrd na Gàidhlig no cùis lagha adhbharachadh.

4.2.2. Ged is ann airson cleachdadh gnìomhachais a tha siostam an eadar-lìn sa chiad dol a-mach, feumaidh luchd-obrach an t-eadar-lìon a chleachdadh air adhbharan pearsanta uaireannan. Faodaidh luchd-obrach an t-eadar-lìon a chleachdadh aig an obair airson adhbharan pearsanta cho fad 's:

- Gum bi a leithid de chleachdadh aig amannan saora a-mhàin, mar eisimpleir aig àm bìdh
- Nach cleachdar an t-eadar-lìon airson stuth mì-laghail no oilbheumach, no làraichean-cearrachais
- Nach dèan thu cùmhnantan no gealltanasan ann an ainm, no às leth na buidhne
- Nach cuir thu air dòigh gun tèid bathar a dh'òrdaich thu air an eadar-lìon a lìbhrigeadh do sheòladh na buidhne no nach òrdaich thu iad sin ann an ainm na buidhne mura h-eile iad co-cheangailte ris an obair agad

4.2.3. Bidh thu:

- Mothachail gun urrainn do shealbhadairean làraichean-lìn no treas phàrtaidhean eile faighinn a-mach gur ann bho Bhòrd na Gàidhlig a tha na gnìomhachdan eadar-lìn agad a' tighinn

Internet

Bòrd na Gàidhlig filters and monitors access to the Internet and to most services provided over the internet. Certain material is not appropriate and could seriously affect the reputation of Bòrd na Gàidhlig or give rise to legal action.

Although the internet system is primarily for business use, employees may on occasion need to use the internet for personal purposes. Employees may access the internet at work for personal purposes provided that:

- Such use is limited to non-work time only, for example lunch time
- The internet is not used to access offensive or illegal material, or gambling sites.
- You do not enter into contracts or commitments in the name of or on behalf of, the organisation
- You do not arrange for goods ordered on the internet to be delivered to the organisation's address or order them in the organisation's name if not related to your work

You will:

- Be mindful that your internet activity can be traced back to Bòrd na Gàidhlig by website owners or other third parties

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- A' lùghdachadh cleachdadh eadar-lìn is a' dùnadh bhrabhsairean an dèidh dhut an cleachdadh gus fèin-ùrachadh, sruthadh, no seirbheis sheisein sam bith a sheachnadh (m.e. post-lìn, rabhaidhean naidheachd, seirbheisean thoraidhean, ùrachaidhean spòr leantainneach is msaa)
- Ag inntrigeadh meadhanan sruthaidh (YouTube, iPlayer msaa.), lionrachadh sòisealta, bùird-bhrath, seòmraichean còmhradh, fòraman, seirbheisean teachdaireachd, no seirbheisean coltach ri seo dìreach far a bheil seo riatanach mar phàirt den dreuchd agad aig Bòrd na Gàidhlig
- A' dèanamh cinnteach gu bheil puist-dealain pearsanta goirid, ann an teacsa a-mhàin agus air comharrachadh gu soilleir le "Pearsanta" no "Chan ann co-cheangailte ri obair"
- Minimise internet use and close browsers after access to avoid any auto-update, streaming or session-based service (e.g. webmail, news ticker, results service, play by play updates etc.)
- Only access streaming media (YouTube, iPlayer etc.), social networking, bulletin boards, chat rooms, forums, messaging services, or similar services where essential for your Bòrd na Gàidhlig role
- Ensure that any personal emails are short, text only and clearly identified as "Personal" or "Not work"

4.2.4. Cha bhi thu:

- A' cleachdadh stòradh air astar airson dàta Bhòrd na Gàidhlig (m.e. Dropbox, One Drive, no làraichean-lìn no seirbheisean coltach riutha)
- A' luchdachadh sìos, a' stòradh, a' dèanamh lethbhreac de, no a' sgaoileadh stuthan, dàta no bathar-bog de nàdar drùiseantach, drabastach, mì-iomchaidh, gràin-chinnidheach, cùl-chàineach, cliù-mhillteach, claoineadh gnèitheil, oilbheumach no mì-laghail
- A' cleachdadh an eadar-lìn air adhbharan pearsanta:

You will not:

- Use remote storage for Bòrd na Gàidhlig data (e.g. Dropbox, One Drive, or similar websites or services)
- Download, upload, store, copy or distribute any materials, data or software of a pornographic, obscene, indecent, racist, defamatory, libellous, sexist, offensive, or unlawful nature.
- Use the internet for personal use:

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- Air computairean “mu choinneamh a’ phobail” a dh’fhaodadh a bhith air am faicinn le daoine nach buin ri Bòrd na Gàidhlig, no a tha air an cleachdadh leis a’ phoball cuideachd.
- Far an adhbharaicheadh e cosg a bharrachd do Bhòrd na Gàidhlig (m.e. air tablaidean/laptops a tha ag obair air SIM).
- On “public facing” computers that can be overlooked by non- Bòrd na Gàidhlig staff, or which are also used by the public.
- Where it would incur an extra cost to Bòrd na Gàidhlig (e.g. on SIM-enabled tablets/laptops).

5. Sgrùdadh

5.1.1. 'S ann a rèir ùidhean dligheach na buidhne a tha sgrùdadh cleachdadh puist-dealain agus/no eadar-lìn an neach-obrach gus dèanamh cinnteach gu bheilear a’ gèilleadh ris a’ phoileasaidh seo air post-dealain is cleachdadh eadar-lìn.

5.1.2. Tha a’ bhuidheann air na leanas a mheas mar adhbharan iomchaidh airson a bhith a’ sgrùdadh cleachdadh eadar-lìn an neach-obrach:

- Ma tha an neach-obrach neo-làthaireach airson adhbhar sam bith agus gum feumar sùil a thoirt air conaltraidhean gus an lean obair chunbhalach na buidhne
- Ma tha amharas aig a’ bhuidhinn gu bheil an neach-obrach air a bhith a’ coimhead air no a’ cur stuth oilbheumach no mì-laghail, mar eisimpleir stuth anns a bheil briathrachas gràin-chinnidheach no lomnochd (ged a tha a’ bhuidheann a’ tuigsinn gu bheil e comasach do luchd-obrach stuth den leithid fhaighinn gun fhiosta agus gum bidh cothrom aca seo a mhìneachadh ma thachras seo)

5. Monitoring

Monitoring of an employee's email and/or internet is in the organisation's legitimate interests and is to ensure that this policy on email and internet use is being complied with.

The organisation considers the following to be valid reasons for examining an employee's internet usage:

- If the employee is absent for any reason and communications must be checked for the smooth running of the business to continue
- If the organisation suspects that the employee has been viewing or sending offensive or illegal material, such as material containing racist terminology or nudity (although the organisation understands that it is possible for employees inadvertently to receive such material and they will have the opportunity to explain if this is the case)

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- Ma tha amharas aig a' bhuidhinn gu bheil an neach-obrach air cus ùine a chosg a' coimhead air làraichean-lìn nach eil co-cheangailte ri obair
- Ma tha amharas aig a' bhuidhinn gu bheil an neach-obrach air a bhith a' cleachdadh siostam a' phuist-dealain airson cus chonaltraidhean pearsanta a chur is fhaighinn
- Ma tha amharas aig a' bhuidhinn gu bheil an neach-obrach a' cur agus a' faighinn post-dealain a tha millteach dhan bhuidhinn
- If the organisation suspects that the employee has been spending an excessive amount of time viewing websites that are not work related
- If the organisation suspects that an employee has been using the email system to send and receive an excessive number of personal communications
- If the organisation suspects that the employee is sending or receiving emails that are detrimental to the organisation

5.1.3. Nuair a thathar a' sgrùdadh post-dealain, cha toir a' bhuidheann sùil ach air seòladh agus ceann-cuspair nam post-dealain, ach a-mhàin ann an suidheachaidhean fìor neo-àbhaisteach. Bu chòir do luchd-obrach puist-dealain pearsanta sam bith a chomharradh mar seo, agus a bhith a' brosnachadh an fheadhainn a tha gan cur an aon rud a dhèanamh. Far a bheil e comasach, bidh a' bhuidheann a' seachnadh a bhith fosgladh post-dealain a tha air an comharradh gu soilleir mar phrìobhaideach no phearsanta.

When monitoring emails, the organisation will, save in exceptional circumstances, confine itself to looking at the address and subject heading of the emails. Employees should mark any personal emails as such and encourage those who send them to do the same. Where possible, the organisation will avoid opening emails clearly marked as private or personal

5.1.4. Ann an sgrùdadh cleachdadh eadar-lìn, bheir a' bhuidheann sùil air na làraichean-lìn air an do thadhail neach-obrach agus air cho fad 's a bha na tadhalan sin.

When monitoring Internet usage, the organisation will check the websites that an employee has visited and the duration of such visits.

6. Dìon dàta

6. Data Protection

6.1. Tha a' bhuidheann air Liz Taylor, liz@gaidhlig.scot a chur an dreuchd mar an Oifigear Dìon Dàta aice.

The organisation has appointed Liz Taylor, liz@gaidhlig.scot as its Data Protection Officer.

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- 6.2. Tha sgrùdadh air a dhèanamh gus dèanamh cinnteach gun tèid gèilleadh ris a' phoileasaidh seo, agus mar as àbhaist thèid a stiùireadh le solaraiche seirbheisean ICT na buidhne. Faodar am fiosrachadh a fhuair a' tro sgrùdadh a bhith air a cho-roinn air an taobh a-staigh, far a bheil seo iomchaidh agus ann an co-rèir ri poileasaidhean buntainneach. Faodar am fiosrachadh seo a bhith air a cho-roinn le luchd-obrach Seirbheisean HR, sreath-mhanaidsear an neach-obrach, stiùirichean anns an raon gnìomhachais anns a bheil an neach-obrach ag obair agus le luchd-obrach ICT, ma tha intrigeadh dhan dàta riatanach airson coileanadh an dreuchdan. Mar as trice, cha bhiodh fiosrachadh air a cho-roinn anns an dòigh seo ach a-mhàin ann an suidheachadh far an robh adhbharan reusanta aig a' bhuidhinn a bhith a' creidsinn gun deach na riaghailtean a tha air an cur an cèill anns a' phoileasaidh seo a bhriseadh.
- Monitoring is carried out to ensure compliance with this policy and will normally be conducted by the organisation's ICT services provider. The information obtained through monitoring may be shared internally, where appropriate to do so and in accordance with relevant policies. The information may be shared with members of HR services, an employee's line manager, managers in the business area in which the employee works and ICT staff if access to the data is necessary for performance of their roles. Information would normally be shared in this way only if the organisation has reasonable grounds to believe that there has been a breach of the rules set out in this policy.
- 6.3. Thèid am fiosrachadh a tha air a chruinneachadh tro sgrùdadh a chumail fada gu leòr airson briseadh sam bith den poileasaidh seo a shoillearachadh agus airson rannsachadh a dhèanamh. Mar as trice, thèid dàta a mhilleadh gu tèarainte an dèidh 7 latha, mura h-eil adhbharan ann a chumail nas fhaide. Tachraidh seo far a bheil feum air an fhiosrachadh airson adhbharan rannsachaidh, agus an uair sin ma tha feum air mar fhianais airson gnìomh a bharrachd a ghabhail. Far a bheil feum air fiosrachadh airson adhbharan rannsachaidh, thèid am fiosrachadh a chumail a rèir clàran-glèidhidh na buidhne.
- The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted. Data is normally securely destroyed after 7 days unless there are grounds to retain for longer. This will be where the information is required for investigation purposes, and then if the information is required as evidence for any further action taken. Where information is required for investigation purposes, information will be retained in accordance with the organisation's retention schedules.

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- 6.4. Cha tèid fiosrachadh a fhuairidh tro sgrùdadh fhoillseachadh do threas-phàrtaidhean ach a-mhàin:
- ma tha dleastanas air a' bhuidhinn aithris a thoirt air cùisean do dh'ùghdarras riaghlaidh no
 - ma tha fianais ann de ghnìomh eucorach, a bhiodh air aithris do bhuidheann co-èigneachaidh lagha no
 - ma tha an tar-chur sin laghail air adhbhar eile
- Information obtained through monitoring will not be disclosed to third parties unless:
- the organisation is under a duty to report matters to a regulatory authority or
 - there is evidence of criminal activity, which would be reported to a law enforcement agency or
 - the transfer is otherwise lawful
- 6.5. Gheibhear barrachd fiosrachaidh air mar a thèid fiosrachadh pearsanta luchd-obrach a làimhseachadh ann am aithris prìobhaideachd an neach-obrach. Tha grunn chòraichean aig luchd-obrach ann an co-cheangal ris an dàta phearsanta aca, a' gabhail a-steach a' chòir iarrtas inntigidh pearsa a dhèanamh agus a' chòir gun tèid dàta a cheartachadh no a sguabadh às ann an cuid de shuidheachaidhean. Gheibhear barrachd fiosrachaidh mu na còraichean seo agus mar a thèid an cur an gnìomh ann am poileasaidh dìon dàta na buidhne. Ma tha luchd-obrach a' creidsinn nach do ghèill a' bhuidheann ris na còraichean dìon dàta aca, faodaidh iad gearan a dhèanamh chun a' Choimiseanair Fiosrachaidh.
- Further information about how employees' personal information is processed can be found in the employee privacy notice. Workers have a number of rights in relation to their personal data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the organisation's data protection policy. If workers believe that the organisation has not complied with their data protection rights, they can complain to the Information Commissioner.

7. A' buileachadh a' Phoileasaidh

- 7.1. Far an tèid briseadh den phoileasaidh seo a chomharrachadh ann an seisean sgrùdaidh, thèid fhios a chur chun an t-manaidsear-streatha bhuntainnich gus faighinn a-mach a bheil adhbhar dligheach ann airson an inntigidh a chaidh a chomharrachadh.

7. Implementing the Policy

Where a potential breach of this policy is identified during a monitoring session, the relevant line manager will be contacted to establish if there is a legitimate reason for the access identified.

Seisean Fosgailte

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| 7.2. | Mura h-eil adhbhar dligheach soilleir ann, thèid fiosrachadh a chur gu Seirbheisean HR agus/no In-Sgrùdadh far am faodadh foill (mì-chleachdadh/call ùine, bathar no goireasan) a bhith ann. | If there is no apparent legitimate reason, details will be reported to HR Services and / or Internal Audit where fraud (misuse/loss of time, goods or resources) may be involved. |
| 7.3. | Thèid pròiseas Poileasaidh Smachdachaidh Bhòrd na Gàidhlig a leantainn. | The Bòrd na Gàidhlig Disciplinary Policy process will be followed. |
| 7.4. | Ma thèid briseadh tèarainteachd fiosrachaidh a lorg rè an sgrùdaidh, thèid aithisg a chur chun a' Mhanaidsear Gnìomhan airson beachdachadh a bharrachd. | If an information security breach has been identified during the investigation, a report will also be made to the Operations Manager for further consideration. |

8. Measadh Buaidh air Co-ionannachdan

- 8.1. Tha Bòrd na Gàidhlig ag aithneachadh a dhleastanas a bhith a' dèanamh cinnteach nach eil leth-bhreith no ana-cothrom air duine air sgàth aois, ciorram, ath-shònrachadh gnè, pòsadh agus com-pàirteachas catharra, torrachas agus màthaireachd, cinneadh, creideamh no feallsanachd, gnè no taobhadh feise. Rinneadh measadh buaidh co-ionannachd air a' phoileasaidh gus co-ionannachd a chur an comas.

8. Equality Impact Assessment

Bòrd na Gàidhlig recognises its responsibility to ensure that no-one is discriminated against or disadvantaged on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. This policy has been screened through an equality impact assessment to ensure equality.

Eàrr-ràdh 1 – Eisimeileachdan

Appendix 1 – Dependencies

Poileasaidhean is Stiùireadh

Policies and Guidance

- [Poileasaidh Cleachdadh Iomchaidh](#)
- [Poileasaidh Smachd air Inntrigeadh](#)
- [Poileasaidh airson Uairean-obrach Sùbailte](#)
- [Poileasaidh Smachdachaidh](#)

- [Acceptable Use Policy](#)
- [Access Control Policy](#)
- [Flexible Working Hours Policy](#)
- [Disciplinary Policy](#)



Poileasaidh Cleachdadh Iomchaidh
Acceptable Use Policy

Air aontachadh le/Approved by:

Air aontachadh air/Approved on:

Ath-nuadhachadh a dhith/Review due on:

Eadar-theangachadh dearbhte/translation checked:

CLÀR-INNSE – TABLE OF CONTENTS

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1.0 RO-RÀDH

Bidh Bòrd na Gàidhlig a' toirt seachad innealan coimpiutaireachd, lìonraidhean, agus siostaman fiosrachaidh eileagtronaigeach eile airson miseanan, amasan, agus iomairtean na buidhne agus feumaidh e an stiùireadh gu ciallach gus dìomhaireachd, iomlanachd agus faotainneachd nan stòrasan fiosrachaidh aige a chumail suas. Fon phoileasaidh seo, feumaidh cleachdaichean nan stòrasan fiosrachaidh poileasaidhean na companaidh a leantainn, a dhìonas a' chompanaidh an aghaidh duilgheadasan laghail a dh'fhaodadh cron adhbharachadh

2.0 ADHBHAR

Is e adhbhar a' phoileasaidh seo a bhith a' mìneachadh cleachdadh iomchaidh agus mì-iomchaidh de dh'innealan eileagtronaigeach, goireasan eileagtronaigeach agus tùsan dàta air an toirt seachad le Bòrd na Gàidhlig a rèir a chultair stèidhichte de ghiùlan beusach is laghail, fosgarrachd, earbsa agus treibhdhireas

3.0 SGÒP

Tha am poileasaidh seo an sàs airson buill a'bhùird-stiùiridh, luchd-obrach, cunnraidhean, comhairlichean, luchd-obrach sealach agus feumaidh daoine eile, a' gabhail a-steach an luchd-obrach uile aig treas phàrtaidhean a tha ag obair às leth Bòrd na Gàidhlig am poileasaidh seo a leantainn. Tha am poileasaidh seo a' buntainn ri stòrasan fiosrachaidh le Bòrd na Gàidhlig no a tha aig a' Bhòrd air mhàl, agus ri innealan no seirbheisean a nì ceangal ri lìonra Bhòrd na Gàidhlig, no a tha a' stèidhichte ann an oifisean Bhòrd na Gàidhlig

4.0 AITHRIS POILEASaidh

Tha e an urra riut bhreitheanach a dhèanamh a thaobh cleachdadh iomchaidh de ghoireasan Bhòrd na Gàidhlig a rèir poileasaidhean, inbhean agus stiùiridhean Bhòrd na Gàidhlig. Chan fhaodar goireasan Bòrd na Gàidhlig a chleachdadh ann an dòigh a bhiodh a' dol an aghaidh Riaghailt Coitcheann an Dìon Dàta no Achd Dion Dàta 2018.

Airson adhbharan tèarainteachd, gèillidh, agus cumail suas, faodaidh luchd-obrach no cunnraidhean ùghdarraichte sùil a chumail air agus sgrùdadh a dhèanamh air uidheamachd, siostaman agus trafais lìonraidh. Dh'fhaodte gun tèid innealan a bhriseas a-steach air innealan no cleachdaichean eile air lìonra Bhòrd na Gàidhlig a dhì-cheangal. Tha tèarainteachd fiosrachaidh Bhòrd na Gàidhlig a' toirmeasg a bhith a' cur casg air sganaidhean sgrùdaidh ùghdarraichte. Feumaidh cachailithean-teine agus teicneòlasan bacaidh eile cead a thoirt do thùsan sganaidh.

INTRODUCTION

Bòrd na Gàidhlig provides computer devices, networks, and other electronic information systems to meet missions, goals, and initiatives and must manage them responsibly to maintain the confidentiality, integrity, and availability of its information assets. This policy requires the users of information assets to comply with company policies that protects the company against damaging legal issues.

PURPOSE

The purpose of this policy is to establish acceptable and unacceptable use of electronic devices, network resources and data sources provided by Bòrd na Gàidhlig in conjunction with its established culture of ethical and lawful behaviour, openness, trust, and integrity.

SCOPE

This policy applies to board members, employees, contractors, consultants, temporary and other individuals, including all personnel affiliated with third parties working on behalf of Bòrd na Gàidhlig, must adhere to this policy. This policy applies to information assets owned or leased by Bòrd na Gàidhlig, or to devices or services that connect to a Bòrd na Gàidhlig network or reside at Bòrd na Gàidhlig premises.

POLICY STATEMENT

You are responsible for exercising good judgment regarding appropriate use of Bòrd na Gàidhlig resources in accordance with Bòrd na Gàidhlig policies, standards, and guidelines. Bòrd na Gàidhlig resources may not be used in a way that would contravene the General Data Protection Regulation or Data Protection Act 2018.

For security, compliance, and maintenance purposes, authorised personnel or contractor may monitor and audit equipment, systems, and network traffic. Devices that interfere with other devices or users on the Bòrd na Gàidhlig network may be disconnected. Bòrd na Gàidhlig information Security prohibits actively blocking authorised audit scans. Firewalls and other blocking technologies must permit access to scan sources.

Users shall consider their access to IT systems and associated activities as monitored, logged and auditable.

5.0 DÒIGH-OBACH

5.1 Cunntasan Siostaim

Feumaidh na faclan-faire agad aig ìre an t-siostaim agus ìre a' chleachdaiche a bhith a rèir poileasaidh faclan-faire Bhòrd na Gàidhlig.

Feumaidh tu dèanamh cinnteach tro dhòighean laghail no teicnigeach gu bheil fiosrachadh na buidhne no fiosrachadh dìomhair an-còmhnaidh ga ghlèidheadh fo smachd Bhòrd na Gàidhlig. Thathar a' toirmeasg a bhith a' dèanamh obair Bhòrd na Gàidhlig ann an dòigh a bhios a' stòradh fiosrachadh na buidhne air àrainneachdan pearsanta no àrainneachdan nach eil air an stiùireadh leis a' bhuidhinn, a' gabhail a-steach innealan a tha air an cumail suas le treas phàrtaidh aig nach eil aonta cùmhnantail le Bòrd na Gàidhlig. Tha seo gu sònraichte a' toirmeasg a bhith a' cleachdadh cunntas post-d nach eil air a thoirt seachad le Bòrd na Gàidhlig, no na custamairean agus com-pàirtichean aige, airson obair na companaidh.

5.2 Stòrasan Coimpiutair

Tha e an urra riut cùram reusanta a ghabhail agus a bhith a' dèanamh cinnteach gun tèid stòrasan Bhòrd na Gàidhlig a dhìon, a' gabhail a-steach cleachdadh glasan càball coimpiutair agus innealan tèarainteachd eile. Feumaidh laptops a thèid fhàgail aig Bòrd na Gàidhlig air an oidhche a bhith air an dèanamh tèarainte no a bhith air an cur ann an drathair no caibineat glaiste. Ma thèid stòras sam bith a ghoid, innis seo dha do mhanaidsear-streatha cho luath 's a ghabhas.

Feumaidh innealan a bhios a' ceangal ri lìonraidhean Bhòrd na Gàidhlig cumail ris a' phoileasaidh smachd air inntrigeadh.

Na cuir bacadh sam bith air bathar-bog a tha a' riaghladh innealan corporra no bathar-bog siostam tèarainteachd, a' gabhail a-steach, ach gun a bhith cuibhrichte ri, bathar-bog an aghaidh bhiorasan, bathar-bog riaghladh innealan no bathar-bog siostam tèarainteachd

Feumaidh buill a' bhùird-stiùiridh agus luchd-obrach an obair aig Bòrd na Gàidhlig air fad a dhèanamh air an

PROCEDURE

System Accounts

You must maintain system-level and user-level passwords in accordance with Bòrd na Gàidhlig password policy.

You must ensure through legal or technical means that proprietary or confidential information remains within the control of Bòrd na Gàidhlig at all times. Conducting Bòrd na Gàidhlig business that results in the storage of proprietary information on personal or non-company-controlled environments, including devices maintained by a third party with whom Bòrd na Gàidhlig does not have a contractual agreement, is prohibited. This specifically prohibits the use of an e-mail account that is not provided by Bòrd na Gàidhlig, or its customer and partners, for company business.

Computing Assets

You are responsible for taking reasonable care and ensuring the protection of assigned Bòrd na Gàidhlig assets that includes the use of computer cable locks and other security devices. Laptops left at Bòrd na Gàidhlig overnight must be properly secured or placed in a locked drawer or cabinet. Promptly report any theft of assets to your line manager.

Any device lost or stolen must be reported immediately to the IT service desk and line manager.

Devices that connect to Bòrd na Gàidhlig networks must comply with the access control policy.

Do not interfere with corporate device management or security system software, including, but not limited to, antivirus, device management or security system software.

Board members and employees must conduct all Bòrd na Gàidhlig business solely on the authorised equipment provided.

uidheamachd ùghdarraichte a chaidh a thoirt dhaibh a-mhàin.

5.3 Cleachdadh Neo-Ùghdarraichte Den Lionra

'S ann ortsa a tha an t-uallach airson tèarainteachd agus cleachdadh iomchaidh nan goireasan lionra aig Bòrd na Gàidhlig a tha fo do smachd. Tha toirmeasg air cleachdadh goireasan Bhòrd na Gàidhlig gun chead airson na leanas.

Ag adhbharachadh briseadh tèarainteachd an dàrna cuid do Bhòrd na Gàidhlig no do ghoireasan lionra eile, a' gabhail a-steach, ach gun a bhith cuibhrichte ri, a bhith ag inntreigeadh dàta, frithealaichean, puingean-deiridh (endpoints), no cunntasan far nach eil ùghdarras agad; a bhith a' seachnadh dearbhadh luchd-cleachdaidh air inneal sam bith; no sniffing trafaig lionra ¹neo-ùghdarraichte.

A' toirt a-steach 'poitean meala', 'liontan-meala', no teicneòlas coltach ris air lionra Bhòrd na Gàidhlig

A' briseadh lagh dlighe-sgrìobhaidh, a' gabhail a-steach, ach gun a bhith cuibhrichte ri, a' dèanamh lethbhreacan de, no a' sgaoileadh, dealbhan, ceòl, bhidio agus bathar-bog a tha fo dhlighe-sgrìobhaidh.

A' dèanamh às-mhalairt no in-mhalairt air bathar-bog, fiosrachadh teicnigeach, bathar-bog crioptachaidh, no teicneòlas a tha a' briseadh laghan smachd às-mhalairt eadar-nàiseanta no ionadail.

A' cleachdadh eadar-lìon no lìonraidhean Bhòrd na Gàidhlig ann an dòigh a bhriseas poileasaidhean Bhòrd na Gàidhlig no laghan ionadail.

A' toirt a-steach còd droch-rùnach a dh'aona-ghnothach, a' gabhail a-steach, ach gun a bhith cuibhrichte ri, bhiorasan, boiteagan, eich Trojan, bomaichean puist-d, bathar-foill, bathar-sanasachd, agus logairean-iùchraichean

A bhith a' sganadh puirt no sganadh tèarainteachd air lionra-saothrachaidh mura h-eil e air a cheadachadh ro-làimh leis an t-solaraidhe seirbheis ICT.

5.4 Conaltradh Eileagtronaigeach

Tha na leanas toirmisgte:

Unauthorised Network Use

You are responsible for the security and appropriate use of Bòrd na Gàidhlig network resources under your control. Using Bòrd na Gàidhlig resources without authorisation for the following is strictly prohibited.

Causing a security breach to either Bòrd na Gàidhlig or other network resources, including, but not limited to, accessing data, servers, endpoints, or accounts to which you are not authorised; circumventing user authentication on any device; or non-authorised network traffic sniffing².

Introducing honeypots, honeynets, or similar technology on the Bòrd na Gàidhlig network.

Violating copyright law, including, but not limited to, illegally duplicating or transmitting copyrighted pictures, music, video, and software.

Exporting or importing software, technical information, encryption software, or technology in violation of international or regional export control laws.

Use of the Bòrd na Gàidhlig internet or networks that violates Bòrd na Gàidhlig policies, or local laws.

Intentionally introducing malicious code, including, but not limited to, viruses, worms, Trojan horses, e-mail bombs, spyware, adware, and key-loggers.

Port scanning or security scanning on a production network unless authorised in advance by ICT service provider.

Electronic Communications

The following are strictly prohibited:

¹ https://en.wikipedia.org/wiki/Packet_analyzer