

## POLICY

### EMAIL AND INTERNET USAGE

5003

#### Acceptable uses of the Internet and Company Email

Bullhook Community Health Center encourages the use of the Internet and email because they make communication more efficient and effective. However, Internet service and email are BCHC property, and they are to be used only to facilitate BCHC business. Every employee has a responsibility to maintain and enhance BCHC's public image and to use BCHC email or the Internet access in a productive manner. BCHC has established the following guidelines for using email and the Internet. Any unauthorized or improper use of email or the Internet is not acceptable and may result in disciplinary action, counseling and/or termination of employment.

#### Unacceptable uses of the Internet and Company email

Employees are strictly prohibited from sending or receiving medical information via the internet or email. If an employee receives medical information through either of these channels, they are to report it to the HIPAA officer immediately.

The company email and Internet access may not be used for transmitting, retrieving or storing any communications of a discriminatory or harassing nature or materials that are obscene or pornographic. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual orientation may be transmitted or forwarded using the company system. No abusive, profane or offensive language may be transmitted through BCHC's email or Internet system. BCHC's harassment policy applies in full to email and Internet use.

BCHC email and Internet system also may not be used for any other purpose that is illegal, against BCHC policy or contrary to BCHC's best interest. Solicitation of non-BCHC business or any use of BCHC email or Internet system for personal gain is prohibited.

#### Rules for Electronic Communications

Each employee is responsible for the content of all text, audio or images that he or she places on or sends over BCHC's email or Internet system. Employees may not hide their identities or represent that any email or other electronic communications were sent from someone else or someone from another agency or company. Employees must include their name in all messages communicated on BCHC's email or Internet system.

Any message or information sent by an employee to another individual outside BCHC via BCHC email or Internet system (including bulletin boards, online services or Internet sites), are statements that reflect on BCHC. Despite personal “disclaimers” in electronic messages, any statement may be tied to BCHC.

All communications sent by employees via BCHC’s email or Internet system must comply with all BCHC policies and may not disclose any confidential or proprietary BCHC information.

If employees receive unsolicited email from outside BCHC that appears to violate this policy, the employee should notify his or her supervisor immediately. Similarly, if any employee accidentally accesses an inappropriate website in the normal course of business, the employee should notify his or her supervisor immediately.

### **Downloading Software**

To prevent the downloading of computer viruses that could contaminate the email or Internet system, no employee may download software from the Internet without prior authorization by the Chief Executive Officer or the Chief Information Officer. Any and all software that is downloaded from the Internet must be registered to BCHC. This includes all executable files from the Internet or from external sources. For authorization, please contact the Chief Executive Officer or the Chief Information Officer.

### **Copyright and Trademark Issues**

Employee’s on BCHC’s email or Internet system may not transmit copyrighted and trademarked material that does not belong to BCHC without permission from the holder of the copyright or trademark. Every employee who obtains access to other agencies’, companies’ or individuals’ materials must respect all copyrights and trademarks and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for references only.

### **System Security**

**BCHC reserves the right to routinely monitor how employees use email and the Internet.** BCHC may monitor to measure cost analysis/allocation and the management of BCHC’s gateway to the Internet. All messages created, sent or received over BCHC’s email or Internet system are BCHC’s property and should not be considered private information. BCHC reserves the right to access and monitor every message and file on BCHC’s email and Internet system.

**Despite the existence of any passwords, employees should not assume that any electronic communication is private.** Highly confidential information should be transmitted in other ways.

**Violations**

Any employee who violates these rules or otherwise abuses the privilege of BCHC's email or Internet system will be subject to corrective action up to and including termination. If necessary, BCHC also reserves the right to advise appropriate officials of any illegal activities.

  
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CHIEF EXECUTIVE OFFICER

Date: 3/9/2020

  
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CHAIR, BOARD OF DIRECTORS

Date: 3/9/2020

Date First Adopted	4/13/2011 QI Committee
Date Revised	6/24/2015 QI, 02/26/2020
New Date Adopted/Board of Directors Approval	04/27/2011, 7/13/2015, 03/09/2020