

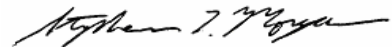


Office of the City Auditor Policies and Procedures

Number: 5.2.5**Title:** Information Technology Privacy

Original Date:**Revision Date:****Approved by:**

09/17/2001



I. Policy

- A. The Administrative Bulletin 98-06, "City of Austin Internet Acceptable Use Policy", states "all uses of City computer equipment, electronic facilities, and electronic data are restricted to work related purposes only." Also, "The City of Austin reserves the right to access and disclose all messages and other electronic data, sent over its electronic mail system or stored in its files, for legal and audit purposes."
- B. Also, the City Code states "No City official or employee shall use City facilities, personnel, equipment or supplies for private purposes, except to the extent such are lawfully available to the public."

II. Purpose

To clearly communicate the lack of privacy employees have when using City-owned information technology resources or other City-owned electronic media.

III. Definitions

- A. **City-owned information technology resource** is any technological device owned by the City and provided to the employees to conduct their work. Examples include desk top computers, printers, laptops, etc.
- B. **City of Austin Internet Acceptable Use Policy** is Administrative Bulletin, Number 98-06. This policy defines responsible and acceptable use of Internet services through public resources by the City of Austin. Currently, this policy does not allow City computer equipment, electronic facilities, and electronic data to be used for personal reasons whether an employee is on duty or off duty.

IV. Procedures

- A. No staff member should expect privacy related to any information maintained or communicated electronically through City of Austin resources. This includes any information saved on:
 - 1. laptops,
 - 2. desktops,
 - 3. G drive (group folders),
 - 4. H drive (individual folders named after staff),
 - 5. C drive (e.g. desktop folders and "my documents" folders),
 - 6. CDs or floppy disks,
 - 7. Tape back ups or backed up versions of network,
 - 8. Emails inside of the City or to outside entities, and
 - 9. The internet or intranet.
- B. New hires (and current employees) will sign a form stating that they understand the privacy policy and related City policies.
- C. The City Auditor or designee may use monitoring software to ensure compliance with City regulations.
- D. The City Auditor or designee will discuss any unusual observations concerning possible information technology mis-use with an individual before any personnel actions are taken.
- E. As stated in Administrative Bulletin 98-06, "The use of the Internet via City of Austin resources is a privilege, not a right. Any violation may result in cancellation of that privilege, and may be subject to disciplinary action as outlined by City of Austin Personnel Policies and Procedures."

V. Responsibilities

- A. **Each office member** is responsible for following City of Austin policies. Information technology related policies are posted on the Intranet under the Information Systems Department. Each staff member must acquaint themselves with these policies and review them periodically to maintain an understanding.
- B. The **City Auditor** or designee may regularly review information technology usage and trends to determine if there is any possible misuse of information technology assets.