

The page features several decorative elements: a large blue circle with a gradient in the top right, a smaller one in the middle right, and another large one in the bottom right. Thin blue lines cross the page diagonally. A large, faint circular logo is centered in the background, containing stylized Arabic calligraphy and a palm tree.

E-SECURITY POLICY

**Reviewed and Adopted
October 2017**



We will aim to achieve information security best practice by adopting the following e-security measures:

- We will prevent unauthorised access to our premises and records
- We will implement operational controls and procedures to safeguard our information e.g. firewall, anti-virus software and use of back ups
- We will control access to information through the effective use of user ids and passwords, e.g. making sure users don't share passwords
- We will ensure that we meet all our legal requirements/ obligations e.g. data protection and copyright
- We will regularly test our network's security
- We will check incoming emails for viruses and inappropriate content
- We will install content filtering software
- We will implement safeguards to prevent the circulation of inappropriate or defamatory emails or inappropriate use of the Internet
- We will install a Spam filter
- We will adopt an acceptable use policy for both email and the Internet usage so that all users are aware of what is acceptable use of the Internet and email
- We will develop staff training so that employees and volunteers know what is expected of them when using email and Internet



**Date of Management Committee Meeting when policy was reviewed:
October 2017**

**Name of Management Committee Member:
Fatima Mourad**