

 <p><b>BAY OF PLENTY</b> DISTRICT HEALTH BOARD HAUORA A TOI</p>	<p>Policy Name: <b>Digital Communication</b> File Name: 2.6.2</p>	<p>Policy No: 2.6.2 Issue Date: Jun 2018 Review Date: Jun 2020</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------	----------------------------------------------------------------------------

## **DIGITAL COMMUNICATION**

### **POLICY STATEMENT**

It is Bay of Plenty District Health Board's (BOPDHB) aim that access to BOPDHB provided digital communications resources including email, internet and social media facilities is allowed to support the clinical, business and professional development activities of BOPDHB.

Use of the BOPDHB provided electronic mail and internet systems and services is a privilege, not a right, and therefore must be used with respect and in accordance with the policies of BOPDHB.

### **PURPOSE**

- To provide clear guidelines and standards to ensure users are aware of their responsibilities pertaining to the appropriate use of digital communication resources.
- To minimise costs relating to transmission, access, downloading and maintenance of system capacity for non-business purposes.
- To minimise risks to BOPDHB systems from viruses, trojans and other software designed to have a detrimental effect on computer systems.
- To ensure the reputation of BOPDHB is not put at risk by inappropriate use of digital communication resources.

### **EXCLUSIONS**

There are no exclusions.

### **REFERENCES**

- Health Information Security Framework (HISF) 2015.
- Department of Internal Affairs Requirements for Cloud Computing November 2015.
- NHITB Use of Cloud or Hosted Services for Managing Health Information 2016.
- The Privacy Act 1993.
- The Health Information Privacy Code 1994.
- Films, Video and Publication Classification Act 1993.
- The Copyright Act 1994.

### **ASSOCIATED DOCUMENTS**

- Bay of Plenty District Health Board policy 2.6.2 protocol 1 Email Usage
- Bay of Plenty District Health Board policy 2.6.2.protocol 2 Internet Usage
- Bay of Plenty District Health Board policy 2.6.2.protocol 3 Social Media
- Bay of Plenty District Health Board policy 2.6.2.protocol 4 Sensitive Data
- Bay of Plenty District Health Board policy 2.6.2 protocol 5 Cloud Services
- Bay of Plenty District Health Board policy 3.50.13 Investigation and Disciplinary

<p>Manual Name: Organisation Section Name: Info Technology</p>	<p>Page 1 of 1 Version No: 5</p>	<p>NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.</p>
<p>Policy Steward: GM, Information Management</p>	<p>Authorised by: Chief Executive Officer</p>	