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**The Leveson Inquiry into the Culture Practices and Ethics of the Press**

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**Exhibit Ref:** JK/3

**Witness:** ACC Jerry Kirkby

**Date Produced:** 21 March 2012

**Description:** Acceptable Use of the Surrey Police Computer Systems

Policy

**Signature:**

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Document Attached.

**Acceptable  
Use of the  
Surrey Police  
Computer  
Systems**

**Local Text : Purpose**

The purpose of this policy is to enable the Force to protect itself and users of Surrey Police computer systems from breaches of legislation, virus attacks, compromise of network systems and services, and to minimise the misuse of the computer systems.

Computer systems include National and Surrey Police applications or databases, computers, networks, Internet, Intranet, e-mail, telephony systems and also extends to mobile devices such as laptops, Personal Data Assistants, 'phones and removable media (such as USB memory sticks, DVDs or compact disks etc).

**Policy Statement**

Surrey Police will not tolerate any misuse of Surrey Police computer systems by any individual who processes e.g. sends, transmits, forwards, stores or prints (or facilitates any of the above) any images, words including documents, cartoons, pictures or any other material the content of which may be construed as abusive, sexually explicit, racist, discriminatory, intimidating, harassing or otherwise offensive or insulting.

Access to Surrey Police applications or databases e.g. CIS and ICAD, or National applications e.g. PNC or VISOR is granted for official police purposes only. Personal browsing or use of these applications or the information contained in them is not permitted under any circumstances.

Surrey Police computer systems are provided for Police business use, however, limited personal use may be permitted for use of the internet and email, as defined in the supporting Use of Surrey Police Systems procedures e.g. Use of Surrey Police email system. The computer systems may only be accessed by authorised users.

**Privacy**

Individuals will have no expectation of privacy, with the exception of recognised union or staff association correspondence.

All information created, or sent, via the Surrey Police E-mail system, network, Internet, or Intranet, including all e-mail messages and electronic files, is the property of Surrey Police, with the exception of recognised union or staff association correspondence.

**Monitoring**

All Surrey Police computer systems are subject to automated electronic monitoring or manual monitoring, scrutiny or intervention.

**Compliance**

It is the responsibility of each individual user of Surrey Police computer systems to comply with this policy, associated procedures and guidelines.

**Authorised By :** ACO - Support Services  
**Department :** Professional Standards Department  
**Author :** Head of Information Security  
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Health and Safety - Expires 04/01/2013  
Data Protection - Expires 03/02/2013  
**See Also :** Acceptable Use of Surrey Police Computer Systems Procedure  
Use of the Surrey Police Email System Procedure  
**Document Classification :** Not Protectively Marked