

## **PHRU Extranet Terms and Conditions of Use**

### **1. The Policy**

The purpose of this policy is to make available to users and prospective users of the PHRU Extranet the terms and conditions to which users must adhere.

### **2. Scope of the policy**

The policy covers acceptable usage, criteria for membership, registration, privacy and data protection, editorial control, network monitoring, policy breach and contact details.

### **3. Terms and Conditions of use:**

#### **3.1. Permitted uses and activities**

The extranet can be used for the purposes of;

- ⇒ sharing and dissemination of work related information
- ⇒ sharing and downloading of relevant documents
- ⇒ collaborative working on documents
- ⇒ creating surveys and gathering feedback
- ⇒ generating discussion and debate on relevant issues

The full network capabilities and tools available to registered users can, at the discretion of the PHRU, be used to create separate areas for sharing information and best practice amongst specific communities of practice.

#### **3.2 Prohibited uses and activities**

The PHRU Extranet should not be used for:

- ⇒ the sharing and dissemination of non work-related information
- ⇒ the dissemination of offensive material, including that of a sexist, racist, discriminatory or pornographic nature is strictly prohibited

The use of available contact lists is strictly for the purpose of work related communication and should not be used for the bulk distribution of spamming emails.

### **3.3 Confidentiality**

Registered users of the PHRU Extranet should be aware that all activity and actions within the site may be subject to audit.

### **3.4 Use of professional and appropriate language**

It is expected that PHRU Extranet users will at all times use professional and appropriate language both in the creation of any content and in communication with other.

### **3.5 Network monitoring**

Network monitoring takes place as part of the ongoing maintenance of the system. This involves monitoring usage, storage and other activity.

### **3.6 Copyright**

All content is the property of NHSGGC unless otherwise stated.

For more information see:

<http://library.nhsgg.org.uk/mediaAssets/PHRU/Copyright.pdf>

### **3.7 Freedom of Information**

The content of the PHRU Extranet is subject to FOI legislation.

For further information see:

[http://www.nhsggc.org.uk/content/default.asp?page=home\\_FOI](http://www.nhsggc.org.uk/content/default.asp?page=home_FOI)

### **3.8 Editorial control**

The PHRU maintain overall editorial control of the Extranet and any subsites.

### **3.9 Access requests**

All access requests will be responded to and will be subject to meeting the criteria for membership.

### **3.10 Responsibility and accountability of users**

Users are responsibly for ensuring the veracity and accuracy of news, events or other information which they contribute to the Extranet. The PHRU editorial group reserve the right to edit or remove any information found to be inaccurate or in breach of policy.

Users are reminded that usage is subject to standard audit procedures.

### **3.11 Policy breach process**

Identified or reported breaches of policy may result in users being suspended or removed from the system.

## **4.0 Criteria for membership**

- ⇒ You are part of a network which represents corporate priorities
- ⇒ You need to undertake collaborative work with colleagues in other organisations and locations
- ⇒ Your target groups for evidence-based practice development are scattered across organisations and locations
- ⇒ You collaborate in any audit or evaluation of networks supported by PHRU

You may not meet all of the criteria above but still be able to benefit from the PHRU Extranet services.

## **5.0 Registration**

The PHRU Extranet aims to support the NHS Greater Glasgow and Clyde Public Health workforce. Users can access the site on an anonymous basis to find resources and information. By registering with the PHRU Extranet users can gain access the full range of the

sites/units resources. The extranet provides further support to registered users in the form of network services grouped by communities of practice.

### **5.1 Access Requests**

All requests for access to the PHRU Extranet via registration will be subject to a set of selection criteria. All requests will be responded to within 7 working days. The PHRU reserve the right to refuse access to the Extranet.

### **5.2 Username and password procedure, management and security**

On registration you will be issued with a username and password. You will be responsible managing the security of your password

### **6.0 Privacy and Data Protection**

If you become a registered user of the PHRU Extranet you consent to personal information being held in database systems.

For registered users a limited amount of personal information (Name and email address) will be held in a database system which will be accessible by administrative staff of the commercial hosting company.

Personal information (Name, email address, job title) will also be held in a database accessible by PHRU staff.

At anytime users may inform the PHRU of changes to personal details and/or unsubscribe to any services.

### **7.0 Contact point for questions about policy**

Any questions about this policy should be directed in the first instance to:

[phru@ggc.scot.nhs.uk](mailto:phru@ggc.scot.nhs.uk)

