

Subject: Electronic Data and Telecommunication

Application: Employees, consultants, contractors, temporaries, vendors, visitors

Westchester Library System's (WLS) electronic communication systems, such as computers, accessing the internet, voicemail, email, and telephone systems are made available to all employees to carry out legitimate business of WLS. All communication and information transmitted by, received from or stored in these systems are the property of WLS and all communications are subject to review. Therefore users of WLS's electronic communications systems, with the exception of library patrons, have no expectation of personal privacy. The privacy of library patrons will not be violated by WLS unless it receives a valid legal or regulatory request and even then WLS will to the extent possible notify the patron and legally resist to the extent appropriate.

WLS may access its electronic communications systems and obtain the communications of employees within the systems, including Internet usage. Except in circumstances when the Executive Director believes that prior notice will result in a loss of data, WLS will provide notice to any employee prior to accessing records of his or her electronic communications if the reason for obtaining such access is to determine if the employee has violated WLS policy or law. WLS may obtain such access without notice in order to maintain the system or in the case of an emergency or to comply with a valid legal and regulatory order for information; or to ensure that WLS's operations continue appropriately during an employee's absence.

Only software and hardware approved by, purchased and installed by WLS are permitted. Further, unauthorized duplication of copyrighted computer software or any violation of federal copyright laws is strictly prohibited.

WLS's policy prohibiting harassment applies to the use of its electronic communications systems.

Since electronic communication systems are for business use only, these systems may not be used to solicit for religious or political causes, outside organizations or other personal matters unrelated to WLS's business.

No one may access, or attempt to obtain access, to another individual's electronic communications without appropriate authorization.

Personal telephone calls, both incoming and outgoing, are permitted as is use of the email system for personal emails if placed in a separate email folder marked personal. Such usages may not interfere with the employee's work or with availability of WLS systems and must be kept to a minimum and as short as possible. Users of telephone equipment should be aware that calls are logged. Emails are also logged and saved.

Any employee found to have violated this policy will be subject to disciplinary action, including immediate termination of employment and based upon severity of violation with possible criminal charges.

If there is any uncertainty regarding the electronic communications and telecommunications policy, employees should speak with the head of Information Technology or the Executive Director for further clarification.

Last approved: May 26, 2015