

Internet and Email Report Form

You may receive an email, or mistakenly visit an Internet site, that contains unacceptable material. If this happens, you may use this form to notify your line manager (or a senior manager) immediately.

Please complete the required information and click on the Send button at the end of the page. Copies of the form will automatically be sent to yourself, your line manager and central personnel. If you do not have access to the council's email system, please print a copy of the form for your own records before clicking Send.

About you

Name:	<input type="text"/>
Payroll number:	<input type="text"/>
email address:	<input type="text"/>
Post:	<input type="text"/>
Department:	<input type="text"/>
Division:	<input type="text"/>
Manager's Name:	<input type="text"/>
Manager's email address:	<input type="text"/>

Please complete the relevant section below:

Accidental access to inappropriate material on the Internet

About the web site:

Item number of the PC the web pages were accessed on (purple sticker No.)	<input type="text"/>
URL of the web page accessed/viewed	<input type="text"/>
Date web page was accessed/viewed	<input type="text"/> (DD/MM/YY)
Time web page was accessed/viewed	<input type="text"/> (hh:mm)
Please explain how the incident occurred	<input type="text"/>

Receipt of an email containing unacceptable material

About the email:

Sender's email address	<input type="text"/>
Date the email message was sent	<input type="text"/> (DD/MM/YY)
Time the email message was sent	<input type="text"/> (hh:mm)
Title of the message	<input type="text"/>

If you have any questions about the Internet and Email Personal Use Policy please email: faqs@derbyshire.gov.uk