

**Authorization protocol for Investigating Allegations of Breaches of the Internet and Email Acceptable Use Policy**

The County Council has approved a protocol which details the procedures to be followed when an employee is suspected of having breached the Internet and Email Acceptable Use Policy and where a manager considers that further investigation is required. The Employment Practices Code is clear that personal information about workers should not be accessed if the intrusion into workers' privacy would be out of proportion to the seriousness of the matter under investigation. Consequently the Authority's protocol ensures that all relevant considerations are met before access to information is granted.

The steps below should be followed in such situations before any contact is made with Transformation Services requesting access to the information identified.

1. The **Application for Email and Internet Data** form should be completed by the Manager.
2. The **Application for Email and Internet Data** form should then be signed and forwarded to Audit Services who will assess the request as detailed on the form and consult with the requesting Department as necessary to determine whether the request is necessary, proportionate and appropriate. The form will then be passed to the Access to Information Solicitor for legal consideration along with any other evidence to support the request.
3. After consideration by Legal Services the form will be returned to Audit Services, who will record the application and forward a request to the Transformation Services Section who will provide the approved information direct to the Departmental Manager initiating the request.