

## Purpose

This policy outlines the acceptable use of the digital systems made available to Members and Staff by Rotary International in Great Britain and Ireland (Rotary GB&I) to ensure (a) the integrity and security of information, and (b) their secure and efficient operation, ensuring compliance with legal and regulatory requirements.

## Scope

This policy applies to all Rotary GB&I Digital Systems and the Users of these systems, including Members, Staff, Volunteers, and others, granted access to Rotary GB&I IT systems.

## Acceptable Use

Users must use Rotary GB&I IT systems for their intended purpose only, while undertaking activities related to their role within Rotary.

## Prohibited Use

Users must NOT use Rotary GB&I IT systems for purposes NOT related to their role within Rotary. Examples of prohibited use include, but are not limited to, engaging in activities for personal financial gain, political activities, illegal activities, software theft, harassment of individuals, data misuse, and the sending or storing of offensive material.

## Security and Compliance

- Users must protect passwords and sensitive information at all times.
- All suspected security breaches or violations must be reported to [governance@rotarygbi.org](mailto:governance@rotarygbi.org) at the earliest opportunity.
- Automated extraction of data is prohibited unless via an interface made available by a Rotary GB&I IT system. Any data extracted via such an interface should be used immediately for its intended purpose and then deleted from the Users computer.
- Unauthorised modifications/extensions to Rotary GB&I IT systems are prohibited.

## Enforcement

Intentional violations of this policy may result in disciplinary action being taken by the Rotary GB&I Board against the offending individual(s), including suspension/cancellation of Rotary membership and/or employment. Rotary GB&I will seek to have systems masquerading as genuine Rotary GB&I IT systems removed.

## Policy Review

This policy will be reviewed annually and updated as necessary and is approved for use by the Rotary GB&I Board.

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Date of next review: March 2026

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