

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Code of Ethics	Page(s):	1
Subject:	Privacy Issues	Revised Date:	Sept 8, 2018
			Sec 1, 3P
		Reviewed:	Aug 2, 2018

PRIVACY ISSUES

1. It is a matter of settled law that what employees do on NLLS computers is 100% owned by NLLS, and that NLLS also has the legal right to monitor what emails they send and receive from NLLS computers regardless of where those emails may be hosted. NLLS may also legally monitor and record where employees go and what they do on the internet.
2. It is also acknowledged and understood that anything created or stored on a NLLS Computer and/or email servers, is also subject to the provisions of the Freedom of Information and Protection Act.
3. It is, however, the Policy of NLLS to respect the privacy of its employees with respect to email and other content on their computers, and that there shall be no active monitoring of either email or content, except in an email or machine where determined by system software to contain a security threat. The source of this virus/malware shall be tracked and investigated.
4. Notwithstanding the above, in the event extra-ordinary circumstances warrant, or if directed by Senior Management to do so, IT employee(s) are able to reconstruct user computer activity, Internet usage patterns, and/or emails sent and received (even if they have been deleted) and all employee(s) shall be made aware of this capability.

NLLS Executive Board Chair

Sept 8, 2018
Date of Approval