

# Carmarthenshire County Council

## Usage Policy for Public Access Computers

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## 1. Purpose

- 1.1 This Policy defines accepted practices, responsibilities and procedures for the use of computers provided for members of the public to use
- 1.2 Public access computers are located across the County in Council premises and provide members of the public with access to a Computer providing internet access
- 1.3 Internet access is provided through the Council's internet access and basic website filtering is in place
- 1.4 This is a free service provided by Carmarthenshire County Council to members of the public

## 2. Scope

- 2.1 This policy applies to every user of a public access service provided by Carmarthenshire County Council

## 3. Requirements & Responsibilities

- 3.1 Registration details of the user must be obtained before access is granted to this service. Personal details must be kept in compliance with relevant laws and regulations such as the **Data Protection Act (1998)** and the **General Data Protection Regulation (GDPR)**
- 3.2 The Council's **Handling Personal Information Policy** should be followed by all members of Council staff who collect personal information in relation to this policy
- 3.3 All users of this service must sign (digitally or by hand) the **Public Access Terms & Conditions** and provided **valid proof of identification** before using this service
- 3.4 The Council reserve the right to deny or remove access to this service for a user at any time
- 3.5 The Council reserve the right to instigate a cross authority ban on users of this service who they believe have breached the terms & conditions

## 4. Compliance Measurement

- 4.1 Compliance with this policy is mandatory for any user of this service. Breaches of this policy by staff may lead to disciplinary action being taken. Breaches of the terms & conditions related to this policy by a user may result in a report being made to the Police.

## 5. Sponsor

- 5.1 This Policy is owned by the Corporate Information Governance Group.

## **6. Ensuring equality of treatment**

**6.1** This policy must be applied consistently to all, irrespective of race, colour, nationality, ethnic or national origins, language, disability, religion, belief or non-belief age, sex, gender identity, sexual orientation, parental, marital or civil partnership status.

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