

Village of Avoca – Use of Computer, Internet and Email

Purpose:	Use of Internet, Computers and Village Email System					Policy #3
Effective:	September 15, 2023		Author: Eric R. Tyner			
Approved by Board:	Mayor: <i>ERT</i>	Trustee: <i>WG</i>	Trustee: <i>AJH</i>	Trustee: <i>NJM</i>	Filed: <i>9-14-23</i>	Clerk: <i>CH</i>

I. Purpose:

- A. The purpose of this policy is to ensure the safe and effective use of the e-mail and internet access before signing. Conformance to this policy should be considered to be a term and condition of affected employee's employment. Abuse of e-mail and internet access privileges or other non-conformance to this policy may be cause for disciplinary action up to and including discharge.
- B. The internet offers many resources to Village of Avoca employees for efficient exchange of information and the timely completion of assigned responsibilities. The use of internet facilities and e-mail by any employee, volunteer or contractor must be consisted with this acceptable use policy. This policy document delineates acceptable use of the internet and Village of Avoca computer hardware and software by employees, volunteers, and contractor must be consistent with this acceptable use policy.
- C. The following internet and/or computer users are covered by this policy:
 1. Authorized full and part-time employees of the Village of Avoca;
 2. Volunteers who are authorized to use the Village of Avoca resources to access the internet;
 3. Contractors who are authorized to use the Village of Avoca owned or leased equipment or facilities
- D. Employees, volunteers and contractors who are not authorized to access the internet as part of their official duties, may not access the internet using Village of Avoca facilities under any circumstances. It is expected that users who are authorized to access the internet as part of their official duties, will do so to improve their job knowledge; to access scientific, technical, and other information on topics which have relevance to their assignments and to communicate with their peers in other government agencies, academia, and industry. Users should be aware that when access is accomplished using internet addresses and domain names registered to the Village of Avoca, they might be perceived by others to represent the Village of Avoca. Users are advised not to use the internet for any purpose which would reflect negatively on the Village of Avoca or its employees.

3. Being the point of contact should any employee or official believe an incident has occurred.
4. Involving the identified Technical Support to address the incident.
5. Notifying elected officials regarding notification of law enforcement and the Village of Avoca Attorney if appropriate.
6. Providing information to elected official(s) responsible for notifying the press and public.
7. Coordinating the logging and documentation of the incident and response to it.
8. Making recommendations to reduce exposure to the same or similar incidents.

C. The Village of Avoca shall provide technical support to the Incident Response Manager. Responsibilities include, but are not limited to:

1. Assessing the situation and providing corrective recommendations to the Incident response manager.
2. Helping the Incident Response Manager make initial response to incidents.
3. Responding to the incident to contain and correct problems.
4. Reporting to the Incident response Manager on actions taken and progress.
5. Participating in review of the incident and development of recommendations to reduce future exposure.
6. Consulting with other elected Officials(s) on public notification, involvement of the Municipal Attorney, and notification of law enforcement.
7. Assisting with preparation of press releases.
8. Consulting with other elected Official(s) and appropriate staff on priorities for response and recovery.
9. Advising the Incident Response manager on priorities.

D. The Village of Avoca Attorney shall provide legal console and advice as called upon.

IV. Privilege and Use:

The use of the Village of Avoca computer resources including e-mail and internet access is a privilege, not at right, and inappropriate use may result in a cancellation of those privileges and may be cause for disciplinary action up to and including discharge. The Village of Avoca Mayor with the Board of Trustees may direct the IT Administrator deny, revoke, or suspend specific user access privileges, when use that violates these policies has been determined.

A. Acceptable use of internet access and e-mail for the Village of Avoca's authorized users:

The purpose of the internet is to support research and enhance worker productivity by providing access to resources and communications. The use of your account must be in support of The Village of Avoca business goals and objectives. The use of the internet may not be used in violation of any local, state, federal, or international laws, regulations, or other government

VI. Security:

A. Security is a high priority and the following must be adhered to at all times. The Village of Avoca recognizes the importance of securing various types of information in order to reduce the risk of identity theft and fraud. The Village of Avoca is required to protect and secure various types of information as defined in the Federal Trade Commission Identity Theft Act Red Flag Legislation ("FTC Act"), the Criminal Justice Information Services Security Policy and through contractual obligations related to merchant services (credit card acceptance). Under state statute, the Village of Avoca also has an obligation to secure and limit access to other private information involving customers and employees.

1. Do not use another individual's account
2. Do not give your password to any other individual.
3. Attempts to log into the network as any other user will result in cancellation of user privileges
4. Any user identified as a security risk may be denied access to the Village of Avoca computer resources.

B. The Village of Avoca will adhere to all applicable requirements regarding the protection of sensitive information as stated in the FTC Act, Criminal Justice Information Services Security Policy and merchant services agreements. As a part of these efforts, the Village of Avoca will do the following:

1. Develop and maintain standard procedure(s) to provide guidance on the protection of sensitive information in order to reduce fraud and identity theft.
2. Develop and maintain a formal breach response plan.
3. Develop and maintain a training program in order to effectively communicate. Information provided in the standard procedure(s) and breach response plan to necessary staff.
4. Review and update (as needed) all procedures, plans and training programs on an annual basis (at a minimum).
5. Ensure service providers, who are in contact with sensitive information, are aware of security requirements as well as the need for confidentiality, through proper contractual agreements and arrangements.

C. The Village of Avoca will also adhere to all applicable requirements regarding the protection of private information as stated in State and federal guidelines and will provide proper security and confidential treatment of this information, while still adhering to all public record requirements. Efforts may include special contractual language to ensure service providers are aware of statutory requirements and the need for confidentiality.

1. Written Notice;
2. Electronic notice, provided that the person to whom notice is required has expressly consented to receiving said notice in electronic form and a log of each such notification is kept by the Village of Avoca who notifies affected persons in such form;
3. Telephone notification provided that a log of each such notification is kept by the Village of Avoca who notifies affected persons; or
4. Substitute notice, if the Village of Avoca demonstrates to the State Attorney General that the cost or providing notice would exceed two hundred fifty thousand dollars, or that the affected class of subject persons to be notified exceeds five hundred thousand, or the Village of Avoca does not have sufficient contact information. Substitute notice shall consist of all the following:
 - a. E-mail notice when the Village of Avoca has an e-mail address for the subject persons
 - b. Conspicuous posting of the notice on the Village of Avoca's web site page, if the Municipality maintains one; and
 - c. Notification to major statewide media
- G. The Village of Avoca shall notify CSCIS as to the timing, content, and distribution of the notices and approximate number of affected persons.
- H. The Village of Avoca shall notify the Attorney General and the Consumer Protection Board, whenever notification to a New York resident is necessary, as to the timing, content, and distribution of the notices and approximate number of affected persons.
- I. Regardless of the method by which notice is provided, such notice shall include contact information for the Village of Avoca making the notification and a description of the categories of information that were, or are reasonably believed to have been acquired or accessed by a person without valid authorization, including specification of which of the elements of personal information and private information were, or are reasonably believed to have been, so acquired or accessed.
- J. This Policy also applies to information maintained on behalf of the Village of Avoca by a third party.
- K. When more than five thousand New York residents are to be notified at one time, then the Village of Avoca shall notify the consumer reporting agencies as to the timing, content, and distribution of the notices and the approximate number of affected individuals. This notice, however, will be made without delaying notice to the individuals.

VIII. Additional Resource Material

For additional policy information regards the use of computers or related incidents for the Village of Avoca, refer to Policy #30 – Cyber Incident Response Plan and Policy #31 – Personal Identifiable Identification.