

Australian Air League Data Protection Protocol & Policy

Policy number	1.18	Version	1
Drafted by	Moores	Approved by Council of AAL	17 th February 2019
Responsible person	Chief Commissioner	Scheduled review date	30 th December 2020

18.1 Introduction

Access to the Australian Air League (**League**) National Information System (**NAS**) is provided for use by members, with access levels provided according to the appointment of the user (e.g. Federal Staff, Group Staff, Wing OC, Squadron OC etc.). Some members may also have use of League provided email and internet access for League purposes.

Access to NAS, League email and internet is a privilege which carries with it responsibilities.

Behaviour concerning the use of NAS and electronic resources must be according to the principles outlined in this Protocol, and the related Privacy Policy, Data Breach Response Plan and Terms of Use of NAS, as provided on login into the NAS.

Every member's conduct when using the League's NAS Network must reflect the high standards of discipline and good citizenship expected of the League's members at all times.

League members may access the NAS via the internet available at League GHQs, Air Activity Centres and/or via member's home networks. Email accounts are also accessed from these locations.

18.2 Scope

This Policy applies to all Members of the AAL who have access to the NAS, internet use from League premises and League email usage.

"Member" means any person who holds a Certificate of Membership issued by the AAL. This includes

- Uniformed members under 18 years of age (Cadet Members)
- Members 18 years of age and over (Adult Members)
 - Uniformed Adult Members
 - Non Uniformed Adult Members (Associate)

18.3 Purpose

The purpose of this Protocol is to facilitate the appropriate, compliant, effective and confidential use of the NAS.

Members recognise that the inappropriate use or disclosure of data, including personal information of members, has the potential to breach the law and damage the reputation of the League and its relationship with members.

Whilst the prime purpose of this protocol is addressed to the NAS, it is appropriate to include in this Policy references to internet use from League premises, League email usage and home networks.

18.4 NAS

18.4.1 NAS is the League's national database. It contains members' personal information and promotes:

- a) Record Keeping;
- b) Operational Processing; and
- c) Reporting.

18.4.2 Use of NAS is permitted for:

- a) one or more of the NAS' promoted aims (Record Keeping, Operational Processing and Reporting); and
- b) any other purpose delegated to the User.

18.4.3 Members should not use NAS, or the membership data on NAS, in any way that infringes on the rights or privacy of others, or which violates the League's Privacy Policy, or for commercial purposes.

18.4.4 Security

- a) Login details

Authorised Members have been provided with an individual username and password, which should always be kept secure – do not disclose this to anyone, unless required for the maintenance of your computer, by NAS League authorised personnel.

Members should only access the League NAS and the internet, and any computer or secure system within the League using their own username and password.

Members should always log off or lock their device before you move away; and always be sure to log out of any shared computers.

- b) Care and Virus Protection

Personal devices upon which members access the NAS need to meet certain requirements to ensure the proper confidentiality of information stored on NAS. Members should take care to maintain their own devices in good working condition, including ensuring that virus protection software is current. Because members are able to access NAS on any personal device, they need to ensure it is always kept in a locked area, or in their possession.

All League computers – for example at a Group HQ - should be locked when you move away from them (either by pressing CTRL+ALT+DEL and clicking 'Lock Computer' or press and hold 'Windows Key' and 'L') to prevent unauthorised access.

- c) Unacceptable behaviour

Members must not:

- i. intentionally interfere with, move or delete files stored on the NAS;
- ii. attempt to circumvent or compromise NAS security;
- iii. download from the secure NAS, information (including to "work on" at home), outside of the NAS and League's security or otherwise in a way which is unauthorised;
- iv. install or store inappropriate, illegal or unlicensed software on League computers or on their device, including those which might result in prosecution under copyright laws;
- v. allow other users direct access to your computer through file sharing platforms (excluding the League's Office 365 platform Dropbox, which is permitted);
- vi. allow other individuals access to any NAS Network systems with your username and password;
- vii. allow other members and specifically members under the age of 18 years, to be in offices unsupervised where League computers are left unattended; and
- viii. move or transport a League computer while turned on.

18.5 Internet usage

Internet access at a League GHQ, or in NSW at the Air Activities Centre, is provided for League use and therefore personal use should be limited.

All internet use is logged and may be reviewed at any time, at the discretion of the League.

The League's internet connection is filtered to prevent access to sites which are deemed inappropriate for League use. Members should not attempt to circumvent this security.

Members should exercise care when using the internet and should not seek to access or download material which is inappropriate, offensive, discriminatory or intimidating or contrary to the values of the League. If members encounter such material, they should notify the League's Federal Marketing and Publicity Commissioner

Accessing, storing or distributing material that is inappropriate, offensive, discriminatory or intimidating in nature, or which puts any member of the community at risk, is contradictory to the ethos of the League and will lead to disciplinary action. This may involve reporting the matter to police where State or Federal laws have been breached.

When obtaining information from the internet, be conscious of copyright, and always take care to verify data, as not all information found on the internet can be considered accurate. Wherever possible, the information should be validated from more than one source.

Always exercise caution when downloading files from the internet, as these may contain viruses, adware or spyware. Members computers should be scanned regularly to ensure that they are free from infections.

The League will not be responsible for any loss or liability incurred by members through their use of the League provided internet or hardware.

18.6 Mobile Digital Communication Devices (Tablets and other Mobile Devices)

When recording sounds or images of others, members should always ensure that the subject of the recording is aware that they are being recorded.

Members must not upload images of other members in uniform, to the internet other than for an authorised League purpose.

Material which is inappropriate or intended to be offensive, discriminatory, intimidating or bullying in nature, must not be uploaded

18.7 Email Usage

18.7.1 Appropriate use

Care should be taken at all times when composing and sending email as it can constitute a formal communication. Responsible use of the email system is based on common sense, common decency and civility, and should not be used when face-to-face communication would be more appropriate.

When communicating via email, communications should be positive in nature, and appropriate and disciplined language should be used at all times.

The League has in its LEADERSHIP MATTERS file – see

https://manual.airleague.com.au/wiki/Training:Leadership_Matters where.

- a document titled [Email Etiquette.pdf](#) can be found. Members should use this document as a guide.

The League recognises that some non-League-related email communication will occur, and does not desire to prohibit this, but such use should be limited so that this privilege is not abused.

18.7.2 Unacceptable behaviour

Members should not use email to send material which is inappropriate or intended to be offensive, discriminatory, intimidating or bullying in nature.

Members should not send unsolicited email to multiple recipients and distribution of email should be limited to necessary recipients only; noting that you must use "bc" not "cc" if you are emailing – for example a whole Squadron.

Members should not distribute or forward 'Spam', hoax, joke or 'chain' emails.

18.8 Backup

The League has backup up processes in place for its Manual, NAS and Web sites.

Group HQ's, NSWBG Air Activities Centre and Squadrons who operate networks must have adequate back up arrangements

Members must take responsibility for the backup of your own data and devices. The League will not be responsible for the storage, backup or recovery of data that is not directly related to League business.

18.9 Home Networks

The League recognises that member's may use their own computers or other devices and may be connected to a network outside the League when accessing League resources such as the NAS or email.

Members are responsible for recording your home network settings and passwords and ensuring security is adequate so NAS and League email is not compromised.

In the event of a breach of security, a member's access to NAS and League email may be suspended pending a review of security.

18.10 Shared Equipment

All equipment in shared areas should be treated with care, and must not be interfered with in any way.

18.11 Breaches of this Protocol

Any breach of this Policy may result in disciplinary action, including up to termination of membership or demotion of rank.

18.12 Monitoring and review

A review of this Policy shall be conducted every two years.

18.13 Relevant policies

18.13.1 Privacy Policy

18.13.2 Data Breach Response Plan

18.13.3 NAS Terms of Use.