

## Section 1

1. Name some of the laws and legislation that you should be aware of when using the Internet.
2. Companies often provide employees with guidelines and procedures to govern their use of IT when at work. What are these likely to cover?
3. If you work for an organisation, obtain a copy of their policy with regard to Internet access and e-mail communications, and make sure you read it – if there is anything you don't understand, ask someone.
4. A customer of your company has an issue that you must resolve. Is it okay to publish information about that customer online so others can help?
5. Is it safe to publish information about yourself online?

Answers:

1. Laws include the Data Protection Act and Computer Misuse Act; regulations and guidelines can cover consumer rights, health and safety, accessibility, copyright protection, and software licensing.
2. Policies may govern the use of equipment, the Internet and e-mail. Guidelines for unauthorised access and information disposal may also be covered, as well as a person's rights to access certain areas of the network.
3. You could ask the Human Resources or Computing Services department if working for a larger institution – if you work for an organisation that does not have any policies it would be worth mentioning that they create these policies.
4. Absolutely not. The Data Protection Act strictly prevents the disclosure of customer information, as will your company's privacy policies and guidelines.
5. You need to be careful. You should assume that any personal information you post online can be read by *anybody*, including fraudsters.