Acceptable Use of Information Technology (IT) Policy

1. Purpose

Red Trouser Day relies on digital tools, communications platforms, and online services to support its charitable activities, including fundraising, awareness, and collaboration. This policy outlines the principles for acceptable and responsible use of our IT systems and resources by all those involved in our work.

2. Scope

This policy applies to:

- Trustees
- Volunteers
- Contractors or consultants
- Donors
- Partners and suppliers
- Anyone representing or working on behalf of the charity
- Anyone else using Red Trouser Day's IT resources.

IT resources includeg:

- Charity-provided laptops or devices
- Email systems
- File storage
- Shared platforms (e.g., Microsoft 365, Google Workspace)
- Website and social media channels

It also applies to the use of personal devices when they are used for charity-related purposes.

3. Acceptable Use Principles

All IT use must support the charity's aims and be consistent with our values of integrity, transparency, and respect. Users are expected to:

- Use devices and systems responsibly and legally
- Protect sensitive data and maintain confidentiality
- Be respectful in communications (including emails and social media)
- Report any suspected data breaches or misuse promptly

4. Unacceptable Use

The following activities are not permitted when using Red Trouser Day's IT systems or resources:

- Sharing passwords or allowing others to access your accounts
- Sending or forwarding spam or chain messages
- Accessing, creating, or distributing inappropriate, offensive, or illegal content
- Using the charity's name, logo, or digital platforms for personal or commercial gain
- Installing unapproved software on charity devices
- Introducing viruses or other malicious software
- Using charity IT systems for political campaigning or non-charitable advocacy

5. Personal Devices

Red Trouser Day recognises that volunteers and trustees may use their personal devices for charity

purposes. The following rules apply:
• Do not store or send confidential or personal data without appropriate security (e.g., encryption, password protection)
• Avoid using unsecured public Wi-Fi when accessing charity systems
• Report any loss or theft of devices used for charity work as soon as possible

Personal use of IT resources during charity time should be kept to a minimum and must not interfere with the delivery of charity activities.

6. Email, Communications, and Social Media
When using Red Trouser Day email accounts or communicating on behalf of the charity:
• Always use a professional and respectful tone
• Do not share confidential information without permission
• Only post to official social media accounts if authorised
• Be mindful that even personal posts could reflect on the charity if your connection is publicly known

7. Data Protection and Privacy
All users must comply with the Data Protection Act 2018 and the UK GDPR. This includes:
• Only accessing or sharing personal data when necessary for charity activities
• Not retaining personal data longer than necessary
• Reporting any suspected data breaches to a trustee or the designated data protection contact

8. Monitoring and Oversight
Red Trouser Day does not routinely monitor IT usage. However, trustees reserve the right to investigate concerns related to:
• Misuse of charity resources
• Data protection breaches
• Reputational risk to the charity

Any access to user accounts or data will only take place with appropriate authority.

9. Breach of Policy
Any breach of this policy may lead to:
• Suspension or removal of IT access
• A formal review by the Trustees
• In serious cases, reporting to external authorities

10. Review and Updates
This policy will be reviewed annually by the Board of Trustees. All users will be informed of updates and are responsible for following the latest version.

RTD Policy Framework

Policy Area	Lead Policy	Linked Policies
Risk	Risk Management	SIR, AML, Anti Bribery, Safeguarding
People	Safeguarding	SIR, Complaints

Finance	Anti Money Laundering	Tainted Donations, Anti Bribery
Conduct	Conflict of Interest	Complaints, SIR , Data Protection, Privacy
Information	Privacy	Acceptable IT Use, Complaints, Social Media, Data Protection

SIR – Serious incident Reporting AML – Anti Money Laundering