

# Government Counter Fraud Profession Knowledge Hub

## Acceptable Use Policy

14th May 2020

### When and where does the Acceptable Use Policy apply?

The Acceptable Use Policy applies to everyone at all times when using the Counter Fraud Knowledge Hub and connected services, such as connected Knowledge Hub Groups.

You must abide by this policy when using this Counter Fraud Knowledge Hub, and adhere to the following guidelines.

### Guidelines for use

Using Knowledge Hub, you must always operate in accordance with the Civil Service Code of conduct (or equivalent professional code, if you are outside of the Civil Service) and not knowingly:

- offend, insult, harass, threaten or deceive other people.
- request, create, access, store or send offensive, inappropriate, indecent or illegal material.
- breach copyright or licence agreements.
- download, use, store or distribute software or applications that are unauthorised or not accredited for the system you are using.
- remove, disable or nullify operational components, safety or security measures in Knowledge Hub.
- try to misuse, gain unauthorised access to, or prevent legitimate access to, any equipment, network, system, service or account.
- try to gain unauthorised access to information, or release information without proper authority.
- bring the Government Counter Fraud Profession (GCFP) into disrepute or obstruct its business.
- be negligent in protecting GCFP services, or the information you can access from the Counter Fraud Knowledge Hub.
- break the law, or encourage others to break the law.

### Personal use

GCFP allows you limited personal use of its Knowledge Hub (although this can be stopped at any time at their discretion).

When making personal use of Knowledge Hub, you must not:

- take part in personal commercial activity including, but not limited to, peer-to-peer marketing.
- undertake any form of share-dealing.
- take part in any gambling or lottery.
- take part in petitions, campaigns, politics or similar activity.
- waste GCFP time, money or resources.
- use any government or Knowledge Hub email address to sign up to public websites or services.

GCFP does not accept any liability for any loss, damage or inconvenience you may suffer as a result of personal use of its Knowledge Hub and services.

If you're aware of any activity that could be in breach of the rules here, then report it to us as soon as you can.

### **Personal data**

Personal data collected will only be used for the purpose for which it was gathered and any further processing will be in accordance with the Data Protection Act 2018.

### **Sharing of information online**

Do not share personal or professional material or information other than that pertaining to a discussion, career or subject matter on the Counter Fraud Knowledge Hub.

Although the Counter Fraud Knowledge Hub is an officially approved and sanctioned website hub, to be used by Counter Fraud professionals, do not share anything of a private or secure nature.

Do not share or make public any material or information that may be of a compromising nature.

Do not post or share anything that is classified as being ABOVE OFFICIAL level.

### **Being secure and online privacy**

Knowledge Hub is a private online space, but people should be careful what personal information they share in their profiles and on the hub.

Users should not put too much personal information on their profiles. It is best to use a simple style, and be sensitive to the threat of personal details being exposed online.

We encourage you to adjust your privacy settings on the hub, keep your profile brief and hide unnecessary, personal or classified information from other users.

### **Online behaviour**

The Government Counter Fraud Profession team will keep an eye on conversations, actions and postings on Knowledge Hub. If an item or comment posted in the forum is deemed to be inappropriate, it will be deleted by a team monitor as an administrative action.

You should report to administrators any content, posting or action on Knowledge Hub that you feel is inappropriate or insecure.

Information-sharing and discussion is encouraged in the forum but conversations and web chats should not feature or discuss sensitive, insecure or inappropriate materials or information, as this can lead to data breaches.

### **Manage your privacy settings on Knowledge Hub**

You may not want to display your name, email address or show your profile details to everyone using Knowledge Hub.

You can access and change your privacy settings in order to manage the amount of information you share online.

To change your Knowledge Hub privacy settings, follow these steps:

1. Click on your name on the top right of the screen
2. Choose 'Settings' from the list
3. Click on the arrow in the blue box that appears on the left that says 'Communications'
4. Choose 'Privacy' in the 'Settings' list
5. Adjust your settings as you wish, either allowing people to see or to keep all your details private and hidden from other users on Knowledge Hub
6. Click 'Save' at the bottom of the list
7. Return to Knowledge Hub and continue to use it, but with your privacy details updated