

Turning a
new page
for girls



Pakistan Alliance for Girls Education

Data Protection Policy

Prepared by: Fajer Rabia Executive Director	Reviewed by: Senior Management Committee
Approved by: Board of Trustees	
Responsibility:	<ol style="list-style-type: none">1. Board of Trustees2. HR & Operations Coordinator3. All Team Leads
Applicable to:	All Employees of the Company
Effective from:	July 1, 2020
Revision Date:	June 30, 2020

1.1 Technology Acceptable Use Policy

Purpose

Pakistan Alliance for Girls Education (PAGE) owns and operates various computer systems, which are provided for use by employees, consultants and contractors in support of PAGE business activities. All users are responsible for seeing that these facilities are used in an effective, ethical and lawful manner.

All information traveling over PAGE computer networks that has not been specifically identified as the property of other parties will be treated as though it is a PAGE corporate asset. It is the policy of PAGE to prohibit unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of this information.

In addition, it is the policy of PAGE to protect information belonging to third parties that has been entrusted to PAGE in confidence as well as in accordance with applicable contracts and industry standards.

Violations

A user's computer use privileges may be suspended immediately upon discovery of a possible violation of these policies. Such suspected violations will be confidentially reported to the appropriate supervisors, including the Director of Human Resources and Administration. Violations of these policies will be dealt with in the same manner as violations to other PAGE policies and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the PAGE, and legal action.

Rights

These computer systems, facilities and accounts are owned and operated by PAGE. PAGE reserves all rights, including termination of service without notice to the computing resources it owns and operates. These procedures shall not be construed as a waiver of any rights of PAGE, nor shall they conflict with applicable acts of law. Users have rights that may be protected by federal, state and local laws.

Privileges

The Human Resource Department must approve all access to PAGE computer resources, including the issuing of passwords.

Users may not, under any circumstances, transfer or confer these privileges to other individuals. Others shall not use any account assigned to another user without permission from the Director of Human Resources and Administration. Users may not install any device on a PAGE computer without authorization from the Director of Human Resources and Administration. This includes, but is not limited to, any personally owned devices such as digital cameras, hard drives, PDA's, or MP3 players that connect to PAGE owned computer equipment.

Responsibilities

Users are responsible for maintaining the following:

1. An environment conducive to PAGE business:

A user who harasses, or makes defamatory remarks, shall bear the full responsibility for his or her actions. The user agrees never to attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading.

2. An environment free of illegal or malicious acts:

The user agrees never to use a system to perform an illegal or malicious act. This will be cause for immediate termination.

3. A secure environment:

Any user who finds a possible security lapse on any system is obligated to report to the Director of Human Resources immediately.

4. Users are responsible for backup of their own data. PAGE is not responsible to retrieve this data.

Confidentiality

While reasonable attempts have been made to ensure the privacy of your accounts and your electronic mail, there is no guarantee that your accounts or electronic mail is private. In case of a request from law enforcement authorities, your e-mail and other data may be made available to the requesting agency. PAGE management may also request to view any and all email, data files, computer usage logs, etc. for any users on the PAGE network.

Copyright / License Agreements

It is PAGE's policy to abide by all United States and international laws governing and pertaining to the use of computer hardware and software used at PAGE including, but not limited to, federal copyright laws.

Anyone who engages in unauthorized copying of software commits copyright infringement and faces civil liability and possibly criminal penalties.

PAGE Property

As a productivity enhancement tool, PAGE encourages the business use of electronic communications (voice mail, e-mail, and fax). Electronic communication systems and all messages generated on or handled by electronic communication systems, including back-up copies, are considered to be the property of PAGE, and are not the property of users of the electronic communications services.

User Responsibility for Security

Users are responsible for the security of their electronic mail account password and any electronic mail that is sent via your account.

Professional Usage

It is each individual's responsibility to use e-mail in a professional manner. The content of all e-mail messages should be professional in nature and in compliance with the PAGE values.

Inappropriate Use

Users are forbidden from accessing information on the Internet that can be construed as harassment, violence, or sexual harassment. Intentional use of Internet resources to access, transmit, or process obscene material; inappropriate text or graphic files; or files dangerous to the integrity of the network is strictly prohibited and cause for immediate termination of employment.

Public Representations/Blogs

Blogs, board discussions, chat sessions, and other offerings on the Internet are a convenient way to stay in touch with friends and family while in the field, particularly in remote locations.

There's no such thing as a "private blog". Because blog posts or comments on message boards are effectively public and blog posts or comments on message boards are effectively permanent, they live on forever as part of the author's permanent record.

While the employees have the right to create and maintain a blog, to write about what they like, or comment on message boards about what the employee likes, there are other people involved when the employee blogs or comments on message boards about the workplace, and they should respect the rights and sensitivities of those individuals they discuss in their blog.

Due to security constraints in the field, the neutrality position of PAGE, the sensitivity of the information that requires confidentiality, for the protection of the organization and its employees, no blogging activity talking directly about PAGE activities, employees or beneficiaries, the country where the expatriate works, politics, budget, security, donors, partners or headquarters will be allowed without the formal approval of the Executive Director.

Failure to abide by these policies may result in termination of service and PAGE reserves the right for legal action.