

City of Saratoga Springs

XIII. DATA NETWORK AND IT

Introduction

- 1. Computer Use Policy**
 - 2. Web and Social Media Policy**
 - 3. Confidentiality Agreement**
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Office of Finance

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Amended June 20, 2006
Amended November 20, 2007
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XIII. DATA NETWORKING AND INFORMATION TECHNOLOGY

Employee use and misuse of Internet access, e-mail, and data available through networking systems can subject an employer to various forms of liability. Adopting Internet and e-mail use policies helps significantly to reduce these liabilities. The City has adopted two such policies – the Computer Use Policy and the Web and Social Media Policy. These are designed to help us use our resources effectively, efficiently, and safely. Both are available here, as well as the City of Saratoga Springs Employee Handbook.

In addition, with the assistance of the City Attorney and the Human Resources Department, the Finance Department established a Confidentiality Agreement to be signed by all employees of the Data Networking Division. This is in recognition of the fact that the Data Networking Division of the Finance Office is in a particularly sensitive situation in connection with computer and information access. The 'Confidentiality Agreement' is in addition to the responsibilities and obligations incurred under the 'Computer Use Policy' and the 'Web and Social Media Policy', and is not meant to contradict or supplant any part of the City of Saratoga Springs Employee Policy Manual.