

# PRIVACY & SECURITY INFORMATION NOTICE

RAISING AWARENESS ABOUT THE IMPORTANCE OF PROTECTING  
THE PRIVACY & SECURITY OF SENSITIVE INFORMATION

## County Internet Use

Item No. HHSA-F-4

The County provides Internet service to its employees in support of County services and programs. Please read the Agency Internet Policy on what is permissible and what is not when accessing the Internet via the County Network. [http://hhsa\\_intranet.co.san-diego.ca.us/policy/mpp/f/f4.pdf](http://hhsa_intranet.co.san-diego.ca.us/policy/mpp/f/f4.pdf). The following are examples of appropriate and inappropriate use of the Internet.

**The Internet is to be used for business or work related purposes.**

Appropriate use of the Internet includes, but is not limited to, the following:

- Visiting web-sites to obtain business or work related information
- Online purchases of authorized business items and/or office supplies
- Communicating with County business partners via email excluding confidential information

Inappropriate use of the Internet includes, but is not limited to, the following:

- Personal use
- Disclosure of confidential information without authorization and encryption
- Posting, viewing, accessing, downloading, receiving or transmitting offensive, threatening, defamatory, pornographic, harassing, or obscene material
- Engaging in computer “hacking” or other illegal activities
- Downloading software, free “shareware”, or other electronic files that violate copyright and licensing laws or that have not been County approved
- Playing games or gambling over the Internet
- Using Internet chat lines, message boards, or instant messaging
- Downloading music, video or audio clips, or other entertainment files that are not work related or business justified (e.g. mp3 music files, smiley face buddy icons)

Employees should report to their manager/supervisor (even if they only suspect) any inappropriate use or abuse of the Internet.

Be aware that computer viruses and other malicious code are a threat on the Internet.

**IF YOU HAVE ANY QUESTIONS PLEASE CONTACT:**

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**HHSA Information Technology Division**

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