



**BAPTIST**

**OPERATIONS POLICY, PROCEDURE AND GUIDELINE MANUAL**

<b>Effective Date:</b>	<b>NON-EMPLOYEE INTERNET USAGE POLICY AND ACKNOWLEDGEMENT FORM</b>
<b>Last Revised: Last Reviewed:</b>	
<b>Reference #:</b>	

1. Overview

Internet connectivity presents Baptist with new risks that must be addressed to safeguard our vital information assets. These risks include: (a) Access to the Internet by personnel that is inconsistent with business needs results in the misuse of resources. These activities may adversely affect productivity due to time spent using or "surfing" the Internet. (b) Additionally, Baptist may face loss of reputation and possible legal action through other types of misuse. All information found on the Internet should be considered suspect until confirmed by another reliable source. There is no quality control process on the Internet, and a considerable amount of its information is outdated or inaccurate. Access to the Internet will be provided to users to support business activities and only on an as needed basis to perform their jobs and professional roles.

2. Purpose

The purpose of this policy is to define the appropriate uses of the internet by non-Baptist employees.

3. Scope

- a. This Non-Employee Internet Usage Policy applies to all Internet users (including but not limited to, providers, interns, contract workers, temporary agency workers, business partners, and vendors) who access the Internet through the Baptist computing or networking resources. Baptist internet users are expected to be familiar with and to comply with this policy, and are also required to use their common sense and exercise their good judgment while using internet services.
- b. Internet access is to be used for business purposes only.
- c. Baptist reserves the right to remove internet access as business needs change or conditions warrant. Adherence to this Policy is neither voluntary nor optional. Users not complying with this policy could be subject to disciplinary action up to and including termination of

affiliation/contractor status and/or legal action. Additionally, Baptist may at its discretion seek legal remedies for damages incurred as a result of any violation. Baptist may also be required by law to report certain illegal activities to the proper enforcement agencies.

#### 4. Process

- a. Request – The user must read and acknowledge he/she understands and agrees to comply with this policy. Signing the acknowledgement is required before access will be granted.
- b. Approval – The acknowledgment shall be submitted to ISID Management and Corporate Privacy and Security, along with the Third Party Access Forms for third parties and separately for Providers.
- c. Removal – Access will be discontinued upon completion of contract, end of service of non-employee or disciplinary action arising from violation of this policy or another Baptist policy. In the event of a change in job function and/or transfer access will be discontinued and reissued if necessary when a new form is submitted and approved.
- d. Disabling accounts for having no activity and holding inactive accounts before deleting will be enforced in accordance with the Password Policy.

#### 5. Usage

- a. Access to the internet will be approved and provided if reasonable business needs are identified. Users must follow the Baptist principles regarding resource usage and exercise good judgment in using the internet.
- b. Users should be aware that Baptist creates and audits logs reflecting use and it is periodically reviewed. Users should consider their Internet activities as periodically monitored and limit their activities accordingly. Baptist reserves the right to examine E-mail, personal file directories, web access, and other information stored on company computers, at any time and without notice. This examination ensures compliance with internal policies and assists with the management of Baptist information systems.
- c. Users shall not store or transmit personal information such as private keys, credit card numbers or certificates or make use of internet “wallets”. Baptist is not responsible for any loss of information, such as information stored in the wallet, or any consequential loss of personal property.
- d. Acquisition, storage and dissemination of data which is illegal, pornographic or which negatively depicts race, sex or creed is specifically prohibited.
- e. Baptist also prohibits the conduct of a business enterprise, political activity, engaging in any form of intelligence collection from our facilities, engaging in fraudulent activities, or knowingly disseminating false or otherwise libelous materials.
- f. Other behaviors/activities that are strictly prohibited include, but are not limited to:

- i. Accessing company information that is not within the scope of one's work. This includes accessing information that is not needed for the proper execution of job functions.
  - ii. Misusing, disclosing without proper authorization, or altering customer or personnel information. This includes sharing electronic customer or personnel data with unauthorized personnel.
  - iii. Deliberate pointing or hyper-linking of company Web sites to other Internet/WWW sites whose content may be inconsistent with or in violation of the mission or policies of Baptist.
  - iv. Any conduct that would constitute or encourage a criminal offense, lead to civil liability, or otherwise violate any regulations, local, state, national or international law including without limitations US export control laws and regulations.
  - v. Use, transmission, duplication, or voluntary receipt of material that infringes on the copyrights, trademarks, trade secrets, or patent rights of any person or organization. Assume that all materials on the Internet are copyright and/or patented unless specific notices state otherwise.
  - vi. Transmission of any proprietary, confidential, or otherwise sensitive information without the proper controls and approval.
  - vii. Creation, posting, transmission, or voluntary receipt of any unlawful, offensive, libelous, threatening, harassing material, including but not limited to comments based on race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
  - viii. Any form of gambling.
  - ix. Unauthorized downloading of any shareware programs or files for use without authorization in advance from the IT Department and Corporate P&S.
  - x. Any ordering (shopping) of items or services on the Internet.
  - xi. Playing of any games.
  - xii. Forwarding of chain letters.
  - xiii. Participation in any on-line contest or promotion.
  - xiv. Acceptance of promotional gifts.
- g. Bandwidth both within Baptist and in connecting to the Internet is a shared, finite resource. Users must make reasonable efforts to use this resource in ways that do not negatively affect others.
- h. Baptist strongly supports strict adherence to software vendors' license agreements. When at work, or when Baptist computing or networking resources are employed, copying of software in a manner not consistent with the vendor's license is strictly forbidden. Questions regarding lawful versus unlawful copying should be referred to the IT Department for review or to

request a ruling from the Legal Department before any copying is done. Similarly, reproduction of materials available over the Internet must be done only with the written permission of the author or owner of the document. Unless permission from the copyright owner(s) is first obtained, making copies of material from magazines, journals, newsletters, other publications and online documents is forbidden unless this is both reasonable and customary. This notion of "fair use" is in keeping with international copyright laws.

- i. When using Baptist resources to access and use the Internet, users must realize they represent Baptist. Whenever an individual states an affiliation to Baptist, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the Baptist". Questions may be addressed to the Legal Department.
- j. Users must not place Baptist material (examples: internal memos, press releases, product or usage information, documentation, etc.) on any mailing list, public news group, or such service. Any posting of materials must be approved by the Legal Department and the Communications/Public Relations Department and will be placed by an authorized individual.

NON-EMPLOYEE INTERNET USAGE ACKNOWLEDGMENT

By signing below, I am requesting Internet access through Baptist. Internet access will not be granted until this acknowledgment is signed and approved by the entity CEO for Providers, the Sponsor for a third party. After completion, this document is maintained by ISID Management and the Corporate Privacy & Security department. This acknowledgment is subject to internal audit.

ACKNOWLEDGMENT I have read the Non-Employee Internet Usage Policy. I understand the contents and I agree to comply with the said Policy.

Location within Baptist (Location – clinic name, hospital name, Corporate)

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Business Purpose Patient-related research/ program-related communications

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Baptist CEO/Sponsor Signature Regina Rogers Date \_\_\_\_\_