

# WINNEBAGO COUNTY

## COMPUTER USE POLICY

The computer system belonging to Winnebago County is to be used for business purposes only. Any employee who has access to the Winnebago County computer system must abide by state and federal laws, administrative directives and department policies and work rules regarding the use of Winnebago County computer systems.

Any employee who has access to the Internet via the Winnebago County computer system is advised that any and all Internet activity may be monitored, recorded, and reviewed and that he/she is responsible for all Internet activity that occurs under his/her logon credentials. All documents and e-mail communications produced on any computer owned by Winnebago County may, by definition, be public records and subject to public and media access in accordance with the terms of the Wisconsin Open Records Law.

Winnebago County e-mail is accessible from the Internet (Web Outlook). Access will be setup on an individual basis if required by your job duties and recommended by your Department Head. Protected login credentials are crucial in the security of both your individual e-mail and general access to the Winnebago County network. For hourly employees, any time spent using Web Outlook outside regular work hours is not compensable unless pre-approved by your Department Head.

## CONFIDENTIALITY POLICY

Winnebago County maintains a policy of strict confidentiality regarding all business activity and records except for business activity that has been properly designated as public business or records that have been properly designated as public records.

Communication of personal information regarding any County business (whether it be patient, client, staff, associate or other person having dealings with Winnebago County) must be regarded as confidential unless duly authorized as public information. Any records, including but not limited to such things as a patient's medical records, employee medical records, family histories, disease or illness, ongoing investigations or juvenile court records must **NEVER** be communicated to unauthorized persons or to persons who may be authorized to have access to such information but who have no need to know such information in the course of their present duties. (Any questions or concerns regarding the release or sharing of confidential information with another person, should be presented to and resolved by the employee's supervisor prior to the release or sharing of such information.)

Information regarding the practice, policies, types of cases, internal problems, etc., should not be discussed with other employees, family members, personnel of other organizations, news media, or the general public except by those individuals who are directed to communicate such information at the appropriate times. (This includes information that may be discovered by an employee who is not normally responsible for dealing with such information as part of his/her assigned job duties.)

## VIOLATIONS OF THESE POLICIES

Violation of these policies may result in disciplinary action, up to and including dismissal from County employment and could also result in various legal actions. Any employee who has any question or concern regarding any aspect of these policies or his/her responsibilities under them is to bring such question and/or concern to the attention of his/her immediate management supervisor on a timely basis.

## CERTIFICATION

I have read and understand the Winnebago County policies contained herein regarding **computer use** and **confidentiality** and I agree to abide by these policies.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

> > This form must be received by Information Systems to complete the account setup < <

**For Department Head Only – Sign below ONLY IF THIS EMPLOYEE should have Web Outlook**



I authorize Web Outlook access for the user listed above.

\_\_\_\_\_  
Department Head Signature