

# Policy on Personal Use of Telephone, Email and the Internet on OU Premises

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This policy applies to all office-based staff.

The University's policy on the use of the telephone, email and the internet for personal reasons within working hours is that it is permitted, but it is limited to reasonable use i.e. such that it does not impinge on an individual's job performance.

The documents which need to be read in conjunction with this policy are detailed below.

## Equality, Diversity and Inclusion

Policies are inclusive of all Open University staff, regardless of age, care experience, caring status or dependency, civil status, disability, family status, gender, gender expression, gender identity, gender reassignment, marital status, marriage and civil partnership, membership of the Traveller community, political opinion, pregnancy and maternity, race, religion or belief, sex, sexual orientation, socio-economic background or trades union membership status.

## Useful References

Information Security

[Information Security Policy for All Staff and Contracted 3rd Parties](#)

Data Protection Code of Practice

[Data Protection](#)

Communications Privacy Policy

[Communications Privacy Policy](#)