



PYRAMID

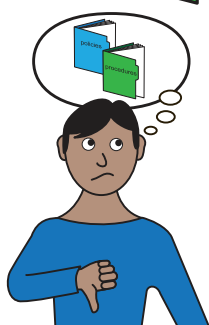
Accessibility Statement

policies and procedures



Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.



The policies and procedures also tell us what to do if something goes wrong.

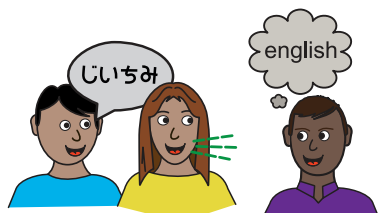


It is important that everybody at Pyramid can access and understand our policies and procedures.

The office team can help with this.



Please contact us if you would like support to read or understand this policy.



We can meet with you to talk about it. Or we can provide information in different format / language to suit your needs.



phone: **0113 234 6040**
text: **07531 215 999**
email: **governance@pyramid.org.uk**

Digital Devices and Internet Usage Policy

These are the rules for using Pyramid's **digital devices** (such as smartphones, computers, laptops and tablets) and the internet at Pyramid.

Key terms / words	Please use the glossary of policy terms for definitions of key terms used in our policies and procedures.	
Clarifications	The term 'worker' is used in this policy to refer to anyone doing work for Pyramid, in any capacity, whether paid or voluntary.	
Who does this policy / procedure apply to?	Everyone.	
Related policies and procedures	Data Protection Policy Privacy Statement	Photographs and video recordings of people policy Code of Conduct
Who is responsible for this document?	<p>The Operations Manager is responsible for making sure that this document is kept up-to-date with accurate information, and that it is made available to anyone who wants to read it.</p> <p>The Board of Trustees have a legal responsibility to ensure that Pyramid has appropriate policies and procedures in place.</p>	
When was this document last checked?	<p>The Trustees review all Pyramid policies and procedures on a rolling basis, and more often as required (for example, if there is a change in the law, or an incident review).</p> <p>This document was last checked by the Trustees on 06 February 2023.</p>	
Who to contact	<p>If you have a question about this policy, or need support to understand it, please contact the Operations Manager.</p> <p>Email governance@pyramid.org.uk</p> <p>Phone 0113 234 6040</p>	

Using a digital device that belongs to Pyramid

- It must only be used for activity related to Pyramid
- Do not use devices without asking the Core Worker first
- You must not download or install any software without prior permission from the Operations Manager or Director
- The Core Worker must delete project files / photos from all devices when the project has finished. Send anything to keep to the Operations Manager.
- Make sure you log-out of any websites you have visited / apps you have used

Anything you create, send or receive on a Pyramid device is not private. The law says it belongs to Pyramid and that Pyramid is responsible for it.

Using Pyramid's WiFi on a personal device:

Our WiFi is password protected but can be accessed by workers and members using personal devices (e.g. mobile phone).

If you use our WiFi on a personal device:

- You are personally liable for what you do online and must act responsibly
- Make sure you follow the Pyramid Code of Conduct and any agreed group guidelines (e.g. not using your device during sessions)
- Do not share the WiFi password with anyone who is not a Pyramid worker/ member

If you use a Pyramid device and/or Pyramid's WiFi **you must not:**

- Visit illegal websites or any adult-only websites
- Send or post offensive or threatening messages / images
- Download or use copyrighted material (e.g. music or photos that belong to someone else)
- Send or post information which is damaging to Pyramid's reputation

Personal Devices

If you are doing Pyramid work on a personal device, make sure you are familiar with our rules for protecting and retaining data (see **related policies and procedures**, above). Workers must sign a **data sharing agreement** to acknowledge their responsibilities.

Pyramid respects everybody's right to a private life and freedom of expression, but if you take actions or post content online that goes against our policies and core values (e.g. is abusive or discriminates), it might affect your Pyramid membership or result in disciplinary action. Please refer to our **Dignity and Respect Policy** for more information on this.