

IT Policy for Members of the Law Library

1. Members of the Law Library are sole traders and are individually responsible for how they use the Law Library IT services. The Law Library provides IT services for the use of members and is not responsible for how members use those services. To this end members shall:
 - a. acquaint themselves with and respect all legal provisions relevant to the use of the Law Library IT services.
 - b. observe the provisions of the Code of Conduct and in particular the provisions of Paragraph 1.2 thereof;
 - c. indemnify the Law Library against all claims made against it for loss, damage or injury, howsoever arising, from that member's usage (including usage by any personal assistants, secretaries or researchers under that member's employ or instruction), of Law Library IT services.
 - d. recognise that misuse of Law Library IT services or failure to comply with the provisions of this policy may lead to the imposition of sanctions including but not limited to the withdrawal of Law Library IT services.
2. Law Library IT services are provided for members for their use as practising barristers. The IT network must not be used for any external commercial or significant personal use which puts undue pressure on the IT system.
3. Members must not engage in any act or omission which might compromise the security of the IT network. In particular members should:
 - a. regularly change their Law Library IT password, not disclose it to anyone, store it in an insecure location or use it for any other purpose; and
 - b. ensure that devices which they use to connect to the Law Library IT system do not contain/are not accessible to computer viruses or other forms of malware, and are appropriately protected from becoming infected with same.
4. Data stored on a member's Law Library email account is the property of that member. It shall not be accessed by a member of staff or anybody else without that member's express permission.
5. Members recognise that they are responsible for the material they download to the Law Library network. The Law Library does not accept responsibility for the acts of individuals where those acts involve the downloading of compromising material.
6. Defamatory or offensive statements: Members must not use any Law Library computing or network resources to make use of or publish material that is obscene, libellous or defamatory or in violation of any right of any third party.
7. Members must not use the Law Library Internet connection to scan or attack other individuals or organisations, their networks or devices.
8. Copyrights and licence conditions on software, media files and other content must be observed by Members.

9. Members must not create or forward advertisements, chain letters or unsolicited e-mails, i.e. spam.
10. All security incidents involving Law Library systems or applications must be reported to the IT Department.
11. Members must assume that all e-mail and Internet communications are not secure unless encrypted and they should not send via e-mail any information that is confidential.
12. Members should use extreme caution when opening e-mails and attachments from unknown sources as they may be infected with viruses. If a user is in any doubt as to the origin or veracity of an email or attachment, the user is urged to delete it or request assistance from the IT Department before opening it.
13. Members should remember the implications of referring to the Law Library when using social media platforms. Members acknowledge that individual views as expressed on social media platforms are not those of the Law Library.
14. Members should familiarise themselves with and comply with all relevant provisions of the Data Protection Legislation.