

Town of Halifax
Electronic Communication and Information Policy
For non-Town entities and individuals

Any person or entity which is not an employee or official of the Town of Halifax (whether elected, appointed, or hired; whether paid or unpaid) who requests use of the Town's data processing/information technology systems including but not limited to the Town's e-mail system, shall take the following actions in order to use the Town of Halifax's systems:

- 1) Agree to and sign the Town's Electronic Communication and Information Policy as it applies to the Town's employees even when the person or entity is not an employee of the Town of Halifax;
- 2) Provide a certificate of insurance for cyber security protection for that person or entity with the Town of Halifax included as an additional insured; said certificate shall be for a insurance policy that includes a maximum aggregate limit of liability of at least \$1,000,000.
- 3) Complete the Data Processing/Information Technology orientation and training course offered by the Town's Data Processing Department.

The Town of Halifax is, except when required to do so under Federal or State statutes or regulations, not required to provide access to the Town's systems. Said access must be approved by the Halifax Board of Selectmen.

This policy shall not cover the operations of the Halifax Elementary School, the use of public access computers at the Holmes Public Library, individuals given permission to use the Town's wi-fi networks, or contractors, companies, individuals or individuals authorized by the Town of Halifax for access to the Town's systems in order to perform work for the Town of Halifax.