



# Technology Policy

## Introduction

Together for Neurodiversity CIC ("the Company") recognises the critical role that technology plays in achieving our mission to support neurodivergent children, young people, and their families. This Technology Policy outlines our approach to using, managing, and safeguarding technology to ensure it aligns with our values of inclusivity, empowerment, compassion, collaboration, respect, education, empathy, and accountability.

## Policy Statement

We are committed to leveraging technology responsibly and effectively to enhance our services, protect sensitive information, and maintain operational efficiency. This policy ensures that all technological resources are used in a manner that supports our mission and complies with applicable laws and regulations.

## Scope

This policy applies to all employees, volunteers, contractors, and partners of Together for Neurodiversity CIC. It covers all technological resources, including but not limited to hardware, software, networks, and online platforms.

## Technology Use Principles

We adhere to the following principles when using and managing technology:

- Accessibility and Inclusivity:** Technology should be accessible to all members of our community, including neurodivergent individuals, and should enhance inclusivity.
- Security and Privacy:** We prioritise the security and privacy of personal data and organisational information.
- Transparency and Accountability:** Our use of technology is transparent, and we are accountable for its ethical and responsible use.
- Efficiency and Effectiveness:** Technology should improve our operational efficiency and effectiveness in delivering services.
- Continuous Improvement:** We are committed to continuously improving our technological capabilities and staying updated with best practices.



## Website Management

Our website is a key platform for communicating with our community and providing resources. The following guidelines apply to its management:

- **Content Management:** The website will be updated by the Managing Director or board-approved individuals to ensure accuracy, relevance, and timeliness of information.
- **Accessibility:** We ensure that our website is accessible to all users, including those with disabilities, in compliance with web accessibility standards.
- **Security:** Robust security measures will be implemented to protect the website from cyber threats and data breaches.
- **Privacy:** We will respect and protect the privacy of website users, adhering to our Data Protection Policy.

## Hardware and Software Use

- **Authorised Use:** Only authorised individuals may use the Company's hardware and software for official purposes.
- **Maintenance:** Regular maintenance and updates of hardware and software are required to ensure optimal performance and security.
- **Licensing:** All software used must be properly licensed, and unauthorised software is prohibited.
- **Security Measures:** Antivirus software, firewalls, and other security measures must be employed to protect against malware and unauthorised access.

## Data Management

- **Data Storage:** Data should be stored securely, with access restricted to authorised personnel only.
- **Backups:** Regular backups of important data must be conducted to prevent loss.
- **Encryption:** Sensitive data must be encrypted during storage and transmission to protect against unauthorised access.



## Network Security

- **Access Control:** Access to our network is restricted to authorised individuals. Secure login credentials and multi-factor authentication are required.
- **Monitoring:** Network activity is monitored to detect and respond to security incidents promptly.
- **Wi-Fi Security:** Wireless networks must be secured with strong passwords and encryption.

## Email and Communication

- **Professional Use:** Company email accounts are to be used for official communication only.
- **Phishing Awareness:** Users should be educated about phishing attacks and how to avoid them.
- **Confidentiality:** Sensitive information should not be shared via email unless it is encrypted or otherwise secured.

## Social Media

- **Official Accounts:** Only designated individuals may manage and post on official social media accounts.
- **Content Standards:** Posts should align with our values and mission, and avoid sharing sensitive or private information.
- **Engagement:** We will engage with our community respectfully and responsibly, promoting a positive and inclusive online presence.

## Incident Response

- **Reporting:** All technological incidents, including data breaches and security threats, must be reported immediately to the Managing Director or designated IT personnel.
- **Response Plan:** We will maintain an incident response plan to address and mitigate the impact of technological incidents.
- **Review:** Post-incident reviews will be conducted to learn from incidents and improve our security measures.



## Training and Education

- **Regular Training:** Employees and volunteers will receive regular training on technology use, security practices, and data protection.
- **Resources:** Educational resources will be provided to ensure everyone understands their responsibilities and the importance of safeguarding technology.

## Accountability and Governance

- **Oversight:** The Managing Director and the board are responsible for overseeing the implementation and adherence to this policy.
- **Audit and Review:** Regular audits will be conducted to ensure compliance with this policy, and the policy will be reviewed annually to ensure it remains current and effective.

## Contact Information

For any questions or concerns regarding this policy or our technology practices, please contact our Policies Officer at:

### **Policies Officer**

Together for Neurodiversity CIC  
[policies@myneurodiversity.org.uk](mailto:policies@myneurodiversity.org.uk)

## Review and Updates

This policy is reviewed annually and updated as necessary to ensure ongoing compliance with best practices and technological advancements.

By adhering to this Technology Policy, Together for Neurodiversity CIC reaffirms its commitment to using technology responsibly and effectively, ensuring it supports our mission to empower and celebrate neurodivergent individuals.