E-Safety Policy

The Livingstone Tanzania Trust take the protection of employees, trustees, volunteers, delivery partners and those who benefit from our work very seriously and this extends to internet security – e-safety. This policy outlines the steps that we have taken to ensure protection from the internet and computer crime in general.

Protecting LTT computers, tablets and mobile phones.

- All employees, trustees, contractor and volunteers are provided with training to spot malicious downloads and are expected to not open links that come from unidentified sources or appear to be from friends/colleague but use expected language (hacked accounts).
- LTT laptops, desktops and phone are required to have Anti-virus protection and we recommend Malware Premium.
- Users are asked to use safe browsing platforms, to never visit insecure website, to never use insecure/public wi-fi.
- We ask all users to ensure their passwords are at least 10 characters long containing at least one capital letter, one small letter, one number/symbol, that no two software packages have the same password and that the passwords are changed at least once every 12 months where not prompted to do so automatically.

Acceptable use of the computer

- Users of LTT assets are not permitted to use their computers/phones for visiting websites that provide or promote illegal or immoral activities.
- LTT will never publish personal data on the website and social media platforms and we recommend that 3rd party fundraisers also take precautions to ensure that their private details are not made publicly available on fundraising tools and platforms.

Messaging

- LTT will seek permission to use photos of individual people where that person is clearly identifiable.
- LTT will only use images that promote a positive image of that person and will never take/use a photo that belittles, shames, degrades or humiliates an individual or community
- LTT will only use vocabulary that promotes positivity and will never use language that belittles, shames, degrades or humiliates an individual or community.
- LTT will not tag an individual or specific location

Online abuse

- Under no circumstances are LTT platforms be used to insult, intimidate, abuse or bully another individual.
- In the event a user receives abuse in relation to their engagement with LTT we would take this very seriously. Users must report all cases of abuse to the Director who will take the appropriate action.

This policy was reviewed May 2020, July 2022 and will be reviewed again July 2024

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