

Esports Wales

Acceptable Use Policy

Status: Board approved policy

Applies to: Directors, Staff, Volunteers, Coaches, Officials, Members, Partners

Owner: Board of Directors

Cyber Security Lead: Board appointed Director / Senior Officer

Data Protection Lead: Board appointed Director / Senior Officer

Safeguarding Lead: Designated Safeguarding Lead (DSL)

Review cycle: Annual

Next review due: 12 months from adoption

1. Purpose

This policy sets out the **acceptable and unacceptable use** of **IT systems, digital devices, and online platforms** used by **Esports Wales CIC** ("the Company").

It exists to:

- protect individuals, particularly children and young people
 - safeguard personal and sensitive data
 - reduce cyber security and safeguarding risks
 - support professional, ethical, and lawful digital behaviour
 - provide clarity on responsibilities and consequences
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2. Scope

This policy applies to:

- all IT systems, networks, and devices provided by Esports Wales



- online platforms used for communication, competition, streaming, or administration
- personal devices used to access Esports Wales systems (where permitted)

It applies to use:

- during Esports Wales activities or events
 - when representing Esports Wales in any capacity
 - in online or digital environments linked to Esports Wales
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3. General Principles

All users must:

- use systems responsibly, lawfully, and ethically
 - follow safeguarding, data protection, and cyber security policies
 - respect others and behave professionally online
 - protect login credentials and access rights
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4. Acceptable Use

Acceptable use includes:

- legitimate Esports Wales business or activity
- competition delivery and participation
- communication with players, parents, or partners via approved channels
- training, education, and governance activity

Use must always be **proportionate and appropriate**.



5. Unacceptable Use

The following are **strictly prohibited**:

- accessing, creating, or sharing illegal content
 - accessing or distributing sexual, violent, or extremist material
 - harassment, bullying, hate speech, or discriminatory behaviour
 - unauthorised recording, streaming, or photography
 - misuse of personal data or confidential information
 - bypassing security controls or monitoring systems
 - using systems for personal gain or unauthorised commercial activity
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6. Safeguarding & Children

6.1 When systems or platforms involve children or young people:

- safeguarding standards apply at all times
- private or secret communication must be avoided
- only approved platforms may be used

6.2 Any concern about online behaviour must be reported immediately via safeguarding procedures.

7. Accounts, Passwords & Access

7.1 Users must:

- keep passwords secure and confidential
- not share accounts or credentials
- log out of shared devices



7.2 Access rights:

- are role-based where possible
 - may be removed at any time
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8. Personal Devices (BYOD)

8.1 Personal devices may be used **only where authorised**.

8.2 Personal devices must:

- meet minimum security standards
 - not store sensitive data unnecessarily
 - be protected with passwords or biometric security
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9. Social Media & Streaming

9.1 Use of social media or streaming platforms must:

- comply with Codes of Conduct
- protect children and vulnerable individuals
- respect privacy and consent

9.2 Official Esports Wales accounts:

- may only be used by authorised individuals
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10. Monitoring & Privacy

10.1 Esports Wales may monitor use of systems:

- for security



- for safeguarding
- for compliance

10.2 Monitoring will be:

- proportionate
 - lawful
 - respectful of privacy
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11. Reporting Misuse

11.1 Any suspected misuse or breach of this policy must be reported immediately to:

- a line manager or lead
 - the Cyber Security or Data Protection Lead
 - the Safeguarding Lead (where relevant)
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12. Breach of This Policy

Failure to comply with this policy may result in:

- restriction or removal of system access
 - disciplinary or governance action
 - referral to external authorities where appropriate
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13. Linked Policies & Procedures

This policy must be read alongside:

- **0804 Cyber Security Policy**



- **0801 Data Protection (UK GDPR) Policy**
 - **0802 Privacy Policy**
 - **0213 Online Safety & Digital Safeguarding Policy**
 - **0701 Disciplinary Policy & Procedure**
 - **0606 Spectator & Community Behaviour Policy**
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14. Review


This policy shall be reviewed:

- annually
 - following significant cyber or safeguarding incidents
 - following changes in technology or guidance
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15. Adoption

This Acceptable Use Policy (IT & Platforms) was approved by the Board of Directors of **Esports Wales CIC**.

Date approved: __02/03/2026__

Signed (Chair):__  __

