



Islamic Republic of Afghanistan
Independent Election Commission

Regulation on Information Technology (IT)

This regulation was compiled considering the given authorities in article (56) of the Electoral Law in order to manage IT related affairs' usage in the Independent Election Commission.

Terms

Article One:

In this regulation the following terms signify:

1. IT: Resources, electronic devices and facilities connected to the computers that are used for the implementation of IEC's duties.
2. Accessibility: The right of IT use.
3. Electronic Signature: A determined specification for an individual to sign in to send documents by the Commission's e-mail facilities.
4. User: All electoral staffs who are officially allowed to use computers belonging to the Commission's network and the e-mail addresses established for them by IEC.
5. Password: Code specified for election staff to use different IT facilities, particularly e-mails.
6. Electronic Documents: all electronic documents and evidences of IEC.

Electronic Documents

Article Two:

- (1) The Commission's electronic documents are divided into two types:
 1. Special Documents: Internal documents and evidences of IEC.
 2. General Documents: Approved evidences and documents for publication and broadcast.
- (2) The IT Department of IEC Secretariat is technically responsible for saving IEC's official information existing in a server.
- (3) The IT Department shall take measures to prevent the misuse of Electronic Documents. Limitation of access to the documents can be specified by the Secretariat.
- (4) Special Documents of IEC are considered secret. Without permission and approval of the Commission and its Secretariat, their broadcast, publication and access to others are not allowed.

Electronic Signature

Article Three:

1. Subject to this regulation, the officials having official right of using e-mail are to have an electronic signature.
2. Electronic signatures must contain the following features at least:

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- Be confined to the individual rather than the signatory.
 - Be issued by the signatory or his/her department.
 - Be attached to the message clearly, so that every change shall be recognizable and detectable.
3. Making use of the specifications that relates a figure to the Commission at informal electronic signatures is not allowed.
 4. Making use of the commission's e-mail for informal letters is not allowed.
 5. IT department must take strict measures to protect the electronic signatures.

Secrecy

Article Four:

1. Inspection of the existing information in staff's computers of IEC is not allowed.
2. In case of evidences of a violation by a user, according to this regulation, the Secretariat directorate will make a decision. In the event of proven violations causing material or abstract harm to IEC, the information will be given to the judiciary committee for legal prosecution. A delegation will be chosen in order to further investigate the issue and they will inspect the existing information in the violator's computer in his/her presence.
3. The IT department shall take necessary measures to protect the secrecy of and determine access limitations to the information existing in servers.
4. Each and every user is responsible for password secrecy.

The Commission's Website

Article Five:

1. Information to be published on the Independent Election Commission's website shall be given to the IT department by the External Relations department after its approval by the Secretariat directorate.
2. Every change on the website from by the External Relations department is valid after its approval by the Secretariat directorate.
3. Placing of information on the website that is against the Commission's general policy is not allowed.
4. The IT department is responsible for keeping active the Commission's website.

Electronic Mail

Article Six:

1. The official e-mail belonging to the Commission is only to be used for the purpose of establishing communication to fulfill the Commission's tasks.
2. Exchange of immoral and abusive mails is strongly forbidden.
3. Exchange of mails lacking bureaucratic text causing network congestion is not allowed. The IT department is to establish conduct limitations for network effectiveness.

Violations

Article Seven:

The following are considered IT violations:

1. Accessing or endeavoring to access information or e-mail related to other users.
The specified cases in this regulation are exceptions;

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2. Using or accessing another user's password;
3. Transmission of unofficial information through IEC's official e-mail;
4. Illegal use of IT resources and information;
5. Installation of programs causing network or other IT resources congestion;
6. Deletion or changing of documents, texts and evidences without a user's permission;
7. IEC's IT personal usage;
8. Establishment of relation with or entrance to morally wrong internet sites;
9. Use of prohibited computer programs banned by IT Department;
10. Downloading documents or computer programs with high capacity that prevent organized activeness of the network;

Protecting, Safeguarding and Making Proper Use

Article Eight:

- (1) Saving, protecting and making a proper use of different IT facilities are considered to be a part of each user's duty.
- (2) In case of a problem in reference to the use of IT facilities, the user should contact the IT department.
- (3) IT materials installed in determined places must not be transferred to other places without the permission of IT or Logistic Departments.

Entry into Force

Article Nine:

This regulation enters into force after the date of approval and shall be published.

