



Cantley with Branton Parish Council

INFORMATION AND INFORMATION TECHNOLOGY POLICY

Equipment

The IT equipment (computer, scanner and printer), associated hardware and software, mobile phones are the property of Cantley with Branton Parish Council. As the authorised user the Clerk is responsible for its safe keeping and appropriate use.

The Clerk must not attempt to modify or alter the hardware without the permission of the Council or in an emergency situation, the Chairman of Cantley with Branton Parish Council. Similarly the Clerk must not attempt to modify, delete or alter the set up of the Windows environment or any software loaded on the council's computer.

The Clerk should not install any software at all, without permission of the council.

The Clerk will not make illegal copies of the council's software for use by him/herself or third parties, or in any way violate the council's software licence agreements.

Only the Clerk or a councillor designated for the purpose, eg in a case of the clerk being on long term sick leave, will use the parish council's computer, printer and scanner.

The computer will only be used for the purpose of Cantley with Branton Parish Council business both in terms of production and storage of documents.

Faults

In the event of any hardware or software fault please seek advice from the Chairman or his/her authorised representative.

Acceptable use of the Internet from the Cantley with Branton Parish Council computer

Intentional use of the computer to access, transmit or retrieve any material or communications that are obscene, pornographic, or sexually explicit; of a discriminatory or harassing nature or which are derogatory to any individual or group; or are threatening in nature is prohibited.

The Clerk should not download files, including application and games that are not connected with work for Cantley with Branton Parish Council. Any sites which require registration or payment for services must not be accessed without due authority of the council.

Use of Email

The use of email to exchange correspondence requires the same professional standards as other forms of communication. You should not send or forward mail which is defamatory or offensive for whatever reason.

The clerk agrees that the e-mail address: cwbpc@outlook.com is the intellectual property of Cantley with Branton Parish Council.

In order to protect the Parish Council from viruses, e-mail attachments which might contain macros (word processor and spreadsheet files) or applications, should not be opened if they are from a sender whom the Clerk does not recognise or trust, simply delete.

Computer Usage

Computers should be shut down at the end of every day. Employees should log out of their systems when they move away from their desks (unless the office door is locked).

Mobile Phones

To assist with the effective operation of all services, Cantley with Branton Parish Council issues mobile phones to certain staff and for operational use when on Cantley with Branton Parish Council business.

Data protection

The Clerk must not include in the text of e-mails to be sent, or in files attached to them, sensitive personal data without appropriate protection in order to comply with the Data Protection Act 1998.

E-mail addresses should be treated as confidential and care taken that private e-mail addresses are not wrongly circulated. E-mail to multiple addresses outside of Councillors and the Clerk should be sent as blind copy, (bcc).

Passwords

The Parish Council's computer will be password protected. A record of all passwords to equipment, the building and other websites are kept in on the Clerk's laptop and backed up to the cloud. The Chairman and Vice Chairman also has a paper copy of them (to be opened at the time when the Clerk is not available) and altered when a new Chairman takes office.

Backup of files and folders

The Clerk will back-up all electronic files and folders to the council's external hard drive on a weekly basis.

Misuse

Misuse of IT equipment can potentially result in disciplinary proceedings. Examples that constitute misuse may include, but not exhaustive:

- Not adhering to the policy;
- Attempting to discover a user's password;
- Using the computer systems to act abusively;
- Attempting to circumvent the network's security;
- Knowingly running and installing programmes intended to damage the computer systems;
- Deliberately wasting computer resource;
- Leaving laptops unattended in a public place

Relinquishment of information upon termination of employment

Upon the Clerk ceasing to be employed by the council, he/she will relinquish all IT equipment owned by Cantley with Branton Parish Council within a period of 7 days following the termination date/leave date whichever is the soonest.

No files or folders will be tampered with or destroyed prior to being passed to the Council.

Non-compliance

Indications of non-compliance with the provisions of this Policy will be investigated, as appropriate.

Subject to the findings of any such investigation, non-compliance with the provisions of this Policy will lead to appropriate disciplinary action, which could include dismissal on the grounds of gross misconduct. Furthermore, publication of some materials may not only amount to a disciplinary offence, but also a criminal offence, in which case the issue will be reported to the police for them to take appropriate action.

Acknowledgement

The Clerk to Cantley with Branton Parish Council must receive a copy of these guidelines and sign to acknowledge receipt and that they have been read and understood.

I have received a copy of this IT policy and acknowledge that I have read and understood them and agree to abide by its provisions:

Signed Clerk to Cantley with Branton Parish Council

Date

Other Policies related to this:

Disciplinary Policy dated February 2024.

Email and Internet Policy dated December 2023.

Equality & Diversity Policy dated September 2023.

General Data Protection Regulations for Staff, Councillors and Role Holders Policy dated September 2023.

Mobile Phone Policy dated October 2023.

Website Management Policy dated December 2023.

Drafted: 25th June 2024

Adopted: 3rd July 2024

Review: June 2026