

BROOKTHORPE WITH WHADDON PARISH COUNCIL

Information Technology (I.T.) Policy:

This I.T. Policy sets out the basic rules for the use of computers, email, internet, and data by Brookthorpe with Whaddon Parish Council members and staff.

Use of Equipment:

Council I.T. equipment is for official use only. Personal use should be kept to a minimum and must not interfere with council work.

Passwords and Security:

All devices and accounts must be protected with strong passwords. Passwords must not be shared. Devices should be locked when unattended.

Email and Internet Use:

Emails must be used in a professional manner. Only allocated .gov email accounts must be used for council business. Do not open suspicious attachments or links. The internet must not be used for illegal or inappropriate activity.

Data Protection:

Personal data must be handled responsibly and in line with Data Protection laws (UK GDPR). Only keep information that is necessary and store it securely. The Clerk is the Data Protection Officer. The Council is registered with the ICO.

Confidentiality:

Council information is confidential and should not be shared outside of the council unless authorised.

Software and Updates:

Only approved software may be installed on council devices. Updates and security patches must be applied regularly.

Reporting Issues:

Any suspected security incidents, data breaches, or lost devices must be reported immediately to the Clerk.

Remote Working:

When working remotely, staff must ensure that devices are used in a secure environment and that data is protected.

Social Media:

Use of social media on council devices must be professional and respectful. Personal opinions should not be presented as council views.