

SPREYTON PARISH COUNCIL.

I.T. Policy.

This document sets out Spreyton Parish Councils approved and agreed practices. Any deviation must be made by resolution of the full Council and recorded below.

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Policy Review (where document reviewed but no changes made):

Review Number	Date	Resolution number & Minutes Ref:

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1. Introduction

Spreyton Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business operations and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees and contractors.

2. Scope

This policy applies to all individuals who use Spreyton Parish Council's IT resources, including computers, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Spreyton Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible and appropriate, authorised devices, software, and applications will be provided by Spreyton Parish Council for work-related tasks.

Unauthorised installation of unrelated software on authorised devices, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Spreyton Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Internet usage

Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Spreyton Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information should only be sent via email in line with the Councils Email and Own device Policy (SPC 012).

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Spreyton Parish Council users are responsible for maintaining the security of their accounts and passwords. The Councils Email and Own device Policy (SPC 012) should also be referred to on this matter.

9. Mobile devices and remote work

Mobile devices provided by Spreyton Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Spreyton Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements (see SPC 005 Data Retention & Disposal Policy for more details). Email accounts should be reviewed regularly to ensure compliance.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the Clerk for investigation and resolution.

13 Training and awareness

Training is available via the Devon Association of Local Councils (DALC) for any Staff or Members as required.

14. Policy review

This policy will be reviewed every two years to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

15. Contacts

For IT-related enquiries or assistance, users should contact the Clerk, who may sign post to other training or resources as required.

All staff and councillors are responsible for the safety and security of Spreyton Parish Council's IT and email systems. By adhering to this policy, Spreyton Parish Council aims to create a secure and efficient IT environment.