BAYSTON HILL PARISH COUNCIL

INFORMATION TECHNOLOGY POLICY GUIDELINES

Scope

This policy applies to all staff, Councillors and volunteers using Parish Equipment

This policy covers computers, internet access, remote access connections, email servers, file storage, webmail, smart phones, telephones, website, mobile phones etc.

Passwords

The Clerk will regularly update their passwords, these are written down and sealed in an envelope and kept by the current Chair to use in case of emergencies. Staff should regularly update passwords to maintain security. All other staff should share their log ins and phone passcode with the Clerk.

Computers (Desktop or laptop)

All machines should be shut down at the end of the working day. Screens should be “locked” when you are away from your desk. All documents should be saved to a shared drive.

Staff are not permitted to use their own equipment for work purposes

Data Protection (See separate policy)

Mobile phone texting

Although not ideal for work purposes, text messages can be used in the same manner as emails to communicate from Parish devices.

Email

Staff should use email in a professional manner to avoid reputational risk.

Internet

Unacceptable Behaviour In particular, the following is deemed unacceptable use or behaviour:

- Visiting sites that contain obscene, hateful, pornographic or illegal material
- Perpetrating any form of fraud, or software, film or music piracy
- Using the internet to send offensive or harassing material to other users

• Downloading commercial software or any copyrighted materials belonging to third parties, unless the download is covered or permitted under a commercial agreement or other such licence

• Hacking into unauthorised system, sites or files

• Publishing defamatory and/or knowingly false information about the council, colleagues, Members and/or customers on social networking sites, blogs, wikis, or any online publishing format

• Revealing confidential information about the council in a personal online posting, upload or transmission; including financial information and information relating to customers, business plans, policies, employees, Members and/or internal discussions

• Undertaking deliberate activities that waste council effort or networked resources • Introducing any form of malicious software into the council network

Training

Appropriate training on IT security will be made available if deemed necessary.

Misuse

The misuse of IT facilities can potentially result in disciplinary proceedings.

Important notice

This is an example of an employment policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by the HR Services Partnership – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.

Reviewed by F&P Comm	Nov 2022
Adopted by FC	Dec 2022
Review date	Nov 2023

BAYSTON HILL
PARISH COUNCIL