



# Swallowcliffe Parish Council

## IT Policy

The Smaller Authorities' Proper Practices Panel (SAPPP), formally the Joint Panel on Accountability and Governance (JPAG) requires that we have an IT policy.

An I.T. Policy explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

## Swallowcliffe Parish Council IT Policy

All staff and councillors are responsible for the safety and security of Swallowcliffe parish council's IT and email systems. By adhering to this policy, Swallowcliffe parish council aims to create a secure and efficient IT environment that supports its mission and goals.

### 1. Statutory and Governance Framework

Swallowcliffe 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, volunteers, and contractors.

### 2. Scope

This policy applies to all individuals who use Swallowcliffe parish council's IT resources, including computers, networks, software, devices, data, and email accounts.

### 3. Acceptable use of IT resources and email

Swallowcliffe 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, authorised devices, software, and applications will be provided by Swallowcliffe parish council for work-related tasks.

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

### 5. Data management and security

All sensitive and confidential Swallowcliffe 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. Email communication

Email accounts provided by Swallowcliffe parish council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

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

#### 7. Password and account security

Swallowcliffe parish council users are responsible for maintaining the security of their accounts and passwords. Passwords must be strong and not be shared with others nor be reused across accounts. Regular password changes are encouraged to enhance security.

#### 8. Email monitoring

Swallowcliffe 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.

#### 9. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

#### 10. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution (the clerk). Report any email-related security incidents or breaches immediately.

#### 11. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

#### 12. Policy review

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

#### 13. Contacts

For IT-related enquiries or assistance, users can contact the Parish Clerk.

## Review

Policy version

Review date:

Approved by:

Date adopted: