

# BARBY & ONLEY PARISH COUNCIL

## IT Policy

Barby & Onley Parish Council – policy on use of IT equipment

### **Purpose**

Barby & Onley Parish Council's internet equipment is provided to support the organisations legitimate business requirements and used solely by the Parish Clerk. Limited use of the email facility to send email messages for personal purposes is regarded as acceptable provided that the conditions as specified in this policy have been fulfilled.

### **Equipment**

The IT equipment, associated hardware and software are the property of Barby & Onley Parish Council. As the authorised user you are responsible for its safe keeping and appropriate use. You must not attempt to modify or alter the hardware without the permission of the Parish Council. Similarly you must not attempt to modify, delete or alter the set up of the Windows environment or any software loaded on our workstations. You should not install any software at all, without permission.

Do not make illegal copies of our software for use by yourself or third parties, or in any way violate our software licence agreements.

### **Faults**

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

### **Acceptable Use of the Internet**

Intentional use of Internet resources 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.

You should not download files, including application and games that are not connected with your work for Barby & Onley Parish Council. Any sites which require registration or payment for services must not be accessed without due approval 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.

In order to protect us from viruses, email attachments which might contain macros (word processor and spreadsheet files) or applications, should not be opened if they are from a sender whom you do not recognise, simply delete.

## **Data protection**

You must not include in the text of emails 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.

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

## **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.

## **Security**

Firewall/Virus protection to be kept updated and all files to be backed up on a regular basis. Software licences to be maintained.

**Last Reviewed: 2023**

**Next Review: 2024**