IT Policy

Introduction

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

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

Scope

This policy applies to all individuals who use Badwell Ash Parish Council's IT resources, including computers, networks, software, devices, and data. Resources include access to .gov.uk email addresses and any associated digital storage.

Acceptable use of IT resources

Badwell Ash Parish Council IT resources, where provided, are to be used for official council-related activities and tasks. Personal use should be limited and should not interfere with Badwell Ash Parish Council work responsibilities.

All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

Device and software usage

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

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

Other councillors will be able to BYOD which are required to have password restricted access, antivirus software and file encryption abilities.

Data management and security

All sensitive and confidential Badwell Ash 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.

Network and Internet usage

Downloading and sharing copyrighted material without proper authorisation is prohibited.

Email communication

Email accounts provided by Badwell Ash Parish Council are for official communication only. Email signatures should be used, and emails should be professional and respectful in tone.

Be cautious when opening email attachments or clicking on links to prevent phishing and malware threats.

Password and account security

Badwell Ash Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others.

Regular password changes are encouraged to enhance security.

Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the Parish Clerk, the designated IT point of contact for investigation and resolution.

Training and awareness

Badwell Ash Parish Council will provide regular access to resources to educate users about IT security best practices, privacy concerns, and technology updates.

Compliance and consequences

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

Policy review

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

Contacts

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

All staff and councillors are responsible for the safety and security of Badwell Ash Parish Council's IT resources. By adhering to this IT policy, Badwell Ash Parish Council aims to create a secure and efficient IT environment that supports its functions.

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