

Parham Parish Council

IT & Data Policy

1. Purpose

This policy provides simple guidance on the use of IT by Parham Parish Council to ensure information is managed responsibly and securely.

2. Scope

The policy applies to councillors, the clerk, and anyone acting on behalf of the Council when using IT equipment, email, or online services for Council business.

3. Use of IT and Email

Council email accounts (where provided) should be used for Council business.

Personal email accounts may be used where necessary, but Councillors should take care to keep Council correspondence separate from personal matters. Emails containing private data should be deleted when no longer needed.

Emails and documents relating to Council business form part of the Council's official records and should be treated accordingly.

4. Data Protection and Confidentiality

Councillors and staff must take care not to share personal data or confidential information inappropriately or without consent.

Devices used for Council business should be password protected. This includes PCs, laptops, tablets and mobile phones.

5. Website and Social Media

The Council's website is the official source of Council information.

Any Council social media or online postings must be accurate, respectful and represent agreed Council positions.

6. Security

Basic precautions should be taken to avoid viruses and malware (e.g. updated antivirus software, caution with attachments/links).

Lost or compromised devices used for Council business should be reported to the clerk as soon as possible.

7. Review

This policy will be reviewed annually or more frequently if amendments are required.

Date: _____

Signature: _____