

## Alwington Parish Council Information Technology Policy

1. The Clerk and Councillors make use of their own smartphones, tablets, laptops etc to undertake council business. Devices used to undertake council business should be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.
2. Any emails sent on council business must be sent from a council email account.
3. Wherever possible the user should maintain a clear separation between the personal data processed on the council's behalf and that processed for their own personal use, for example, by using different apps for council and personal use.
4. When using personal devices to undertake council business Councillors and the Clerks must ensure that they:
  - use appropriate security to protect their device(s) from being accessed;
  - configure their device(s) to automatically prompt for a password after a period of inactivity;
  - password protect any documents containing confidential information;
  - ensure secure WiFi networks are used;
  - ensure that work-related data cannot be viewed or retrieved by family or friends who may use the device;
  - inform the clerk if their device(s) is/are lost, stolen, or inappropriately accessed where there is risk of access to council data or resources. To prevent phones being used, they will need to retain the details of their IMEI number and the SIM number of the device as their provider will require this to deactivate it.
5. If removable media are used to transfer data (e.g. USB drives or CDs), the user must securely delete the data on the media once the transfer is complete.
6. To protect the council and its interests, everyone is required to comply with the following rules about social media, whether in relation to their council role or personal social networking sites:
  - Any blog that mentions the council, its current work, councillors, employees, other users associated with the council, partner organisations, local groups, suppliers, parishioners, should identify the author as one of its councillors or employees and state that the views expressed on the blog or website are theirs alone and do not represent the views of the council, unless otherwise agreed.
  - Comments posted should be knowledgeable, accurate and professional and should not compromise the council in any way.