

Document Control

Organisation	Addingham Parish Council
Title	IT Acceptable Use Policy
Version	1
Creator	Sallie Lloyd – Clerk and Reviewed by the Council
Adopted	January 2022
Last review Date	
Owner	Clerk
Next Review date	December 2024

Addingham Parish Council INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

Introduction

In May 2018 the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) became enforceable across the United Kingdom. As part of Addingham Parish Council's programme to comply with the new legislation it adopted a new suite of Information Governance policies. The Acceptable Use policy governs the use of the Parish Council's corporate network that Councillors, staff and officers use on a daily basis in order to carry out Council functions. This policy should be read in conjunction with the other policies.

Scope

All policies in the council's Information Governance policy framework apply to all Councillors, employees, any authorised agents working on behalf of the Parish Council, including temporary or agency employees, and third party contractors. Individuals who are found to knowingly or recklessly infringe these policies may face disciplinary action. The policies apply to information in all forms including, but not limited to:

- ♣ Hard copy or documents printed or written on paper,
- ♣ Information or data stored electronically, including scanned images,
- ♣ Communications sent by post/courier or using electronic means such as email, fax or electronic file transfer,
- ♣ Information or data stored on or transferred to removable media such as tape, CD, DVD, USB storage device or memory card,
- ♣ Information stored on portable computing devices including mobile phones, tablets, cameras and laptops,
- ♣ Speech, voice recordings and verbal communications, including voicemail,
- ♣ Published web content, for example intranet and internet,
- ♣ Photographs and other digital images.

Email

The Council provides email accounts to all Councillors and employees to assist with performance of their duties.

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

Personal Use

Whilst email accounts should primarily be used for business functions, incidental and occasional use of the email account in a personal capacity may be permitted so long as:

- ♣ Personal messages do not tarnish the reputation of the Council,
- ♣ Councillors and employees understand that emails sent to and from corporate accounts are the property of the Council,

- ♣ Councillors and employees understand that the Proper Officer may have access to their email account and any personal messages contained within,
- ♣ Councillors and employees understand that the Emails sent to/from their email account may have to be disclosed under Freedom of Information and/or Data Protection legislation,
- ♣ Councillors and employees understand that the Council reserves the right to cleanse email accounts at regular intervals which could result in personal emails being erased from the corporate network,
- ♣ Use of corporate email accounts for personal use does not infringe on business functions.

Inappropriate Use

The Council does not permit individuals to send, forward, or solicit emails that in any way may be interpreted as insulting, disruptive, or offensive by any other individual or entity. Examples of prohibited material include, but are not necessarily limited to:

- ♣ Sexually explicit messages, images, cartoons, jokes or movie files,
- ♣ Unwelcome propositions,
- ♣ Profanity, obscenity, slander, or libel,
- ♣ Ethnic, religious, or racial slurs,
- ♣ Political beliefs or commentary,
- ♣ Any messages that could be construed as harassment or disparagement of others based on their sex, gender, racial or ethnic origin, sexual orientation, age, disability, religious or philosophical beliefs, or political beliefs.

Other Business Use

Users are not permitted to use emails to carry out their own business or business of others. This includes, but not necessarily limited to, work for political organisations, not-for-profit organisations, and private enterprises.

Email Security

Users will take care to use their email accounts in accordance with the Council's information and Data protection policy. In particular users will:

- ♣ Not click on links in emails from un-trusted or unverified sources,
- ♣ Use secure email transmission methods when sending personal data,
- ♣ Not sign up to marketing material that could jeopardise the Council's IT network,

Internet Use

The Council provides internet access at the Old School Building to Councillors and employees to assist with performance of their duties. It is also available to visitors and guests.

Personal Use

Whilst the internet should primarily be used for business functions, incidental and occasional use of the internet in a personal capacity may be permitted so long as:

- ♣ Usage does not tarnish the reputation of the Parish Council,
- ♣ Councillors and employees understand that the Proper officer may have access to their internet browsers and browsing history contained within,
- ♣ Councillors and employees understand that the Council reserves the right to suspend internet access at any time,
- ♣ Use of the internet for personal use does not infringe on business functions.

Inappropriate Use

The Council does not permit individuals use the internet in a way that may be interpreted as insulting, disruptive, or offensive by any other individual or entity. Examples of prohibited material include, but are not necessarily limited to:

- ♣ Sexually explicit or pornographic images, cartoons, jokes or movie files,
- ♣ Images, cartoons, jokes or movie files containing ethnic, religious, or racial slurs,
- ♣ Any content that could be construed as harassment or disparagement of others based on their sex, gender, racial or ethnic origin, sexual orientation, age, disability, religious or philosophical beliefs, or political beliefs. Individuals are also not permitted to use the internet in a way which could affect usage for others. This means not streaming or downloading media files and not using the internet for playing online games.

Internet Security

Users will take care to use the internet in accordance with the Council's Information and Data protection policy. In particular users will not click on links on un-trusted or unverified Webpages

Social Media Use

The Parish council recognises and embraces the benefits and opportunities that social media can contribute to an organisation. The Council also recognises that the use of social media is a data protection risk due to its open nature and capacity to broadcast to a large amount of people in a short amount of time.

Corporate Accounts

The Council has a social media accounts. Nominated Councillors and employees will have access to this account and are permitted to post general information about the Council and Community. Authorised Councillors and employees will be given the usernames and passwords to this account, which must not be disclosed to any other individual external to the organisation. The Clerk will have overall responsibility for allowing access to social media accounts.

Corporate Social Media Accounts must not be used for the dissemination of personal data either in an open forum or by direct message. This would be a contravention of the Council's information governance policies and data protection legislation.

Corporate Social Media Accounts must not be used in a way which could:

- ♣ Tarnish the reputation of the Council,
- ♣ Be construed as harassment or disparagement of others based on their sex, gender, racial or ethnic origin, sexual orientation, age, disability, religious or philosophical beliefs, or political beliefs.
- ♣ Be construed as sexually explicit,
- ♣ Construed as political beliefs or commentary.

Personal Accounts

The Council understands that many Councillors and employees will use or have access to Personal Social Media Accounts. Employees must not use these accounts:

- ♣ During working hours,
- ♣ Using corporate equipment,
- ♣ To conduct corporate business,
- ♣ To contact or approach residents on Council business

Telephone Use

Personal Use

Whilst the telephone should primarily be used for business functions, incidental and occasional use of the telephone in a personal capacity may be permitted so long as:

- ♣ Usage does not tarnish the reputation of the Council,

- ♣ Employees understand that the Proper officer may have access to call history,
- ♣ Use of the telephone for personal use does not infringe on business functions.

Inappropriate Use

The Council does not permit individuals use the telephone in a way that may be interpreted as insulting, disruptive, or offensive by any other individual or entity. Other Business Use Users are not permitted to use the telephone to carry out their own business or business of others. This includes, but not necessarily limited to, work for political organisations, not-for-profit organisations, and private enterprises.

Equipment

All IT equipment, associated hardware and software are the property of Addingham Parish Council. Authorised users are responsible for its safe keeping and appropriate use.

Authorised users must not attempt to modify or alter the hardware without the permission of the Council. Similarly, users must not attempt to modify, delete, or alter the set up of the Windows environment or any software loaded on the Council's computer.

Authorised users should not install any software at all, without permission of the Council.

Authorised users will not make illegal copies of the council's software for use by him/herself or third parties, or in any way violate the council's software licence agreements.

Only the Clerk and Administrator (or a councillor designated for the purpose, eg in a case of the Clerk being on long term sick leave), will use the Parish Council's computer, printer and scanner.

The computer(s) will only be used for the purpose of Addingham Parish Council business both in terms of production and storage of documents.

Faults

In the event of any hardware or software fault please seek advice from the Clerk.

Passwords

All laptop computers belonging to Addingham Parish Council will be password protected.

Backup of files and folders

The Council's IT contractor will back-up all electronic files and folders to the council's external hard drive on a regular basis.

Relinquishment of information upon termination of employment

Upon the Clerk or administrator ceasing to be employed by the council, he/she will relinquish all IT equipment owned by Addingham Parish Council within a period of 7 days following the termination date/leave date whichever is the soonest.

Relinquishment of information upon cessation of Council membership

Upon an elected member ceasing to be a Councillor, he/she will relinquish all IT equipment owned by Addingham Parish Council within a period of 7 days following the termination date/leave date whichever is the soonest. His/her email account will also be disabled.

No files or folders will be tampered with or destroyed prior to being passed to the Council.

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.

Sallie Lloyd
Clerk to Addingham Parish Council.