

Document Control

Adopted date: September 2026

Next review date: September 2027



Woodton Parish Council IT Policy

1. Introduction

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

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

2. Scope

This policy applies to all individuals who use Woodton Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Woodton Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

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

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

5. Data management and security

All sensitive and confidential Woodton 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.

6. Network and internet usage

Woodton Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Woodton Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Woodton Parish Council users must keep their Parish Council passwords and account credentials confidential and must not share them with other people. Passwords should be strong and unique to the account. Where available, multi-factor authentication (MFA) or other additional security measures should be enabled, particularly for email and other important online accounts. Users should not use the same password for Parish Council accounts and personal accounts. Passwords should be changed promptly if there is reason to believe they have been compromised.

9. Mobile devices and remote Work

Mobile devices provided by Woodton Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Woodton Parish Council does not routinely monitor the content of individual emails. Where monitoring or access to Parish Council email accounts is necessary for legitimate purposes, such as maintaining security, investigating a suspected security incident, ensuring business continuity or complying with legal obligations, it will be undertaken only where necessary and proportionate

and in accordance with applicable data protection requirements. Users will be informed about any monitoring arrangements that apply to them.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

Woodton Parish Council will provide appropriate training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive support upon request on email security and best practices.

14. Compliance and consequences

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

15. 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.

16. Contacts

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

All staff and councillors are responsible for the safety and security of Woodton Parish Council's IT and email systems. By adhering to this IT and Email Policy, Woodton Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.