WESTON ON THE GREEN PARISH COUNCIL



IT POLICY

1. Introduction

Weston on the Green 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 Weston on the Green Parish Council's IT resources, including computers, networks, software, devices, data and email accounts.

3. Acceptable use of IT resources and email

Weston on the Green Parish Council's 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 Weston on the Green Parish Council for work-related tasks.

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

5. Data management and security

All sensitive and confidential Weston on the Green 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

Weston on the Green 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. Care should be taken when accessing data in public areas; password protected Wi-Fi should be used.

7. Email communication

Email accounts provided by Weston on the Green 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.

Caution should be taken with attachments and links to avoid phishing and malware. The source should be verified before opening any attachments or clicking on links.

8. Password and account security

Weston on the Green 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.

9. Mobile devices and remote work

Weston on the Green Parish Council does not currently provide any mobile devices for use by employees or Councillors. If these were provided they should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in their usual office space.

10. Email monitoring

Weston on the Green Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR. A separate Social Media and Communications Policy has been adopted.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. A regular review and deletion of unnecessary emails should be undertaken 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 (clerk) for investigation and resolution. Any email-related security incidents or breaches should be reported to the IT administrator immediately.

13 Training and awareness

Weston on the Green Parish Council offers the opportunity for regular training and resources to educate users about IT security best practices, privacy concerns and technology updates. All employees and councillors have the opportunity to receive regular training on email security and best practices.

14. Compliance and consequences

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

16. Contacts

For IT-related enquiries or assistance, users can contact the Parish Clerk at clerk@westononthegreen-pc.gov.uk

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

Policy Adopted by Weston on the Green Parish Council: 7th January 2026 (Minute Reference: 26.431.13)

Review Date: January 2028 (subject to legislation changes or change in Council circumstances).