

# BURTON SALMON PARISH COUNCIL

## IT Policy

### **Introduction**

Burton Salmon 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 and employees.

### **Scope**

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

### **Acceptable use of IT resources and email**

Burton Salmon 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.

### **Data management and security**

All sensitive and confidential Burton Salmon 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.

### **Email communication**

Email accounts provided by Burton Salmon Parish Council are for official communication only. Emails should be professional and respectful in tone and Councillors must abide by the Code of Conduct in their email communications. It should be assumed that any email may need be disclosed under a Freedom of Information or Subject Access request. 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.

### **Password and account security**

Burton Salmon Parish Council IT 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.

### **Remote work**

When working remotely, users should follow the same security practices as if they were in the office.

### **Email monitoring**

Burton Salmon 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.

### **Retention and archiving**

Emails should be retained and archived in accordance with the Document Retention and Disposal Policy. Users are responsible for regularly reviewing and deleting unnecessary emails to maintain an organised inbox.

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### **Training and awareness**

Burton Salmon Parish Council will provide training and resources to educate users about IT security, best practices, privacy concerns, and technology updates as required.

### **Compliance and consequences**

Burton Salmon Parish Council aims to create a safe and secure IT environment and all staff and councillors are responsible for adhering to this IT Policy to achieve this. Breach of this IT Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

### **Reporting security incidents**

All suspected security breaches or incidents should be reported immediately to the Clerk and Chairman for investigation and resolution.

### **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.

This IT Policy has been reviewed and adopted at the meeting of Burton Salmon Parish Council held on 30<sup>th</sup> September 2025

Chairman: *David Foster*