

# SEMER PARISH COUNCIL

Clerk to the Council: Victoria Waples

Email: [clerk@semerparishcouncil.gov.uk](mailto:clerk@semerparishcouncil.gov.uk)

## IT POLICY

### 1. POLICY STATEMENT

Semer 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 Semer Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

### 3. ACCETPABLE USE OF IT RESOURCES AND EMAIL

The council's IT resources and email accounts are to be used for official council related activities and tasks.

All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

All staff and councillors have been provided with unique email addresses within the domain name [semerparishcouncil.gov.uk](mailto:semerparishcouncil.gov.uk).

### 4. DEVISE AND SOFTWARE USAGE

Authorised devices, software, and applications will be provided by Semer parish council for work-related tasks for all staff.

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 parish council data should be stored and transmitted securely using approved methods in accordance with the council's Data and Information Security Policy.

Regular data backups, in accordance with the timescales specified in the annual risk register will be performed to prevent data loss, and secure data destruction methods should be used when necessary.

### 6. NETWORK AND INTERNET USAGE

Semer 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 Semer parish council are for official communication only and should be professional and respectful in tone.

Confidential or sensitive information must not be sent via email unless it is encrypted.

All should be cautious with attachments and links to avoid phishing and malware.

Verify the source before opening any attachments or clicking on links.

Emails to official email addresses should not be forwarded onto personal email addresses.

## 8. PASSWORD AND ACCOUNT SECURITY

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. EMAIL MONITORING

Semer 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.

## 10. 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.

## 11. REPORTING SECURITY INCIDENTS

All suspected security breaches or incidents should be reported immediately to the Parish Clerk as the designated IT point of contact for investigation and resolution.

Any email-related security incidents or breaches should be reported to the IT administrator immediately.

## 12. TRAINING AND AWARENESS

Semer parish council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates.

All employees and councillors will receive regular training on email security and best practices.

## 13. COMPLIANCE AND CONSEQUENCES

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

## 14. 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.

## 15. CONTACTS

For IT-related enquiries or assistance, users can contact Suffolk Cloud.

All staff and councillors are responsible for the safety and security of the parish council's IT and email systems.

By adhering to this IT and email policy, Semer Parish Council aims to create a secure and efficient IT environment that supports its mission and goals