

# Bramshaw Parish Council IT Policy

Adopted on: 1<sup>st</sup> July 2025  
Review Date: 1<sup>st</sup> June 2026

# 1. Purpose

This policy outlines how the Parish Council manages and uses its IT resources to support its work, safeguard data, and comply with legal obligations.

# 2. Scope

This policy applies to all councillors, staff, and volunteers who access or use Parish Council IT systems, including computers, emails, internet access, mobile devices, and cloud services.

# 3. Acceptable Use

Council IT resources must be used only for council-related activities.

Personal use should be limited, appropriate, and not interfere with council duties.

Users must not access, download, or send inappropriate or illegal material.

# 4. Email and Communication

Use official council email addresses for council business.

Be professional and courteous in all communications.

Do not share confidential information without proper authority.

# 5. Data Protection and Security

Follow UK GDPR and Data Protection laws.

Keep devices password-protected.

Store files securely (e.g. encrypted USBs, password-protected cloud storage).

Report data breaches or loss of council data immediately.

# 6. Software and Hardware

Only use authorised and licensed software.

Do not install personal or unapproved software on council devices.

Report any damage, loss, or malfunction to the Clerk.

## 7. Social Media and Websites

Use social media responsibly when representing the Council.

Only authorised persons may post on official council platforms.

Avoid sharing personal opinions as if they are council positions.

## 8. Remote Working

Use secure internet connections when working remotely.

Keep paper and digital files safe at home or on the move.

## 9. Monitoring and Compliance

The council reserves the right to monitor IT usage in line with privacy laws.

Breaches of this policy may result in disciplinary action or referral to relevant authorities.

## 10. Review

This policy will be reviewed annually or when there are significant changes in technology or legislation.

### **Signed:**

Mark Medley, Chair of the Parish Council:

Diana O'Grady, Clerk to the Parish Council:

Date: 24<sup>th</sup> June 2025