



## **Pucklechurch Parish Council IT and Email Policy**

### **Introduction**

Pucklechurch 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.

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

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

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

Pucklechurch 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.

Pucklechurch Parish Council users are responsible for maintaining the security of their accounts and passwords including all individuals with access to Pucklechurch Parish Council online banking. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

### **Device and software usage**

Pucklechurch Parish Council will provide staff with authorised devices for work-related tasks. Software, security and applications are provided via an agreed contract with Microshade.

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



### **Data management and security**

All data management, software and security issues are provided via an agreed contract with Microshade via their cloud-based system. Any data held on Pucklechurch Parish Council computers is password protected.

Laptops and mobile phones provided by Pucklechurch Parish Council will be secured with passcodes and/or biometric authentication

### **Email communications**

Official .gov.uk email accounts are provided by Vision ICT for Pucklechurch Parish Council to use for all Council communication. The use of personal email accounts is not permitted. 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.

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

Pucklechurch 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.

### **Reporting security incidents**

All suspected security breaches, incidents or any email-related security incidents should be reported immediately to the Council for investigation and resolution.

### **Compliance**

Breaches of this IT and Email Policy may result in appropriate disciplinary action in line with Council policies.

This policy will be reviewed to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

Approved by Council: 2025/05/21 No 7b

Date: 21st May 2025

Review 2027 or earlier if statutory changes.