



KIPPAX PARISH COUNCIL

INFORMATION AND INFORMATION TECHNOLOGY POLICY

Approved: 18.02.2021

Item: 218b/2021

Chairman, Councillor Martin Eyre

Equipment

The IT equipment (e.g. computer, scanner and printer, projector), associated hardware and software, as detailed on the asset register, are the property of Kippax Parish Council.

The authorised user, as indicated on the asset register, is responsible for its safe keeping and appropriate use.

The authorised user must not attempt to modify or alter the hardware without the permission of the Council or in an emergency, the Chair of Kippax Parish Council. Similarly, the authorised user must not attempt to modify, delete or alter the set-up of the Windows environment or any software loaded on the council's computer.

The authorised user should not install any software at all, without permission of the council. The authorised user will not make illegal copies of the council's software for use by themselves or third parties, or in any way violate the council's software licence agreements.

Only the authorised user or a councillor designated for the purpose, eg in a case of the clerk being on long term sick leave, will use the parish council's computer, printer and scanner. The computer(s) will only be used for the purpose of Kippax Parish Council business both in terms of production and storage of documents.

Faults

In the event of any hardware or software fault please seek advice from the Chair or their authorised representative.

Acceptable use of the Internet from the Kippax Parish Council computer

Intentional use of the computer to access, transmit or retrieve any material or communications that are obscene, pornographic, or sexually explicit; of a discriminatory or harassing nature or which are derogatory to any individual or group; or are threatening in nature is prohibited. The authorised user should not download files, including application and games that are not connected with work for Kippax Parish Council. Any sites which require registration or payment for services must not be accessed without due authority of the council.

Use of Email

The use of email to exchange correspondence requires the same professional standards as other forms of communication. You should not send or forward mail which is defamatory or offensive for whatever reason. The clerk agrees that the e-mail address: clerk@kippax-pc.gov.uk is the intellectual property of Kippax Parish Council.

In order to protect the Parish Council from viruses, e-mail attachments which might contain macros (word processor and spreadsheet files) or applications, should not be opened if they are from a sender whom the Clerk does not recognise or trust, simply delete.

Data Protection

The Clerk must not include in the text of e-mails to be sent, or in files attached to them, sensitive personal data without appropriate protection in order to comply with the Data Protection Act 1998. E-mail addresses should be treated as confidential and care taken that private e-mail addresses are not wrongly circulated.

E-mail to multiple addresses outside of Councillors and the Clerk should be sent as blind copy, (bcc).

Passwords

The Parish Council's computer will be password protected and the password will be shared with the Chair (at the time) and altered when a new Chair takes office.

Backup of files and folders

The council's computer will be backed up automatically to an online back-up service provided by Vision ICT. The service should be set to back-up every 60 minutes.

Relinquishment of information upon termination of employment

Upon the Clerk ceasing to be employed by the council, they will relinquish all IT equipment owned by Kippax Parish Council within a period of 7 days following the termination date/leave date whichever is the soonest.

No files or folders will be tampered with or destroyed prior to being passed to the Council.

Non-compliance

Indications of non-compliance with the provisions of this Policy will be investigated, as appropriate. Subject to the findings of any such investigation, non-compliance with the provisions of this Policy will lead to appropriate disciplinary action, which could include dismissal on the grounds of gross misconduct.

Furthermore, publication of some materials may not only amount to a disciplinary offence, but also a criminal offence, in which case the issue will be reported to the police for them to take appropriate action.

Acknowledgement

The Clerk to Kippax Parish Council must receive a copy of these guidelines and sign to acknowledge receipt and that they have been read and understood.

I have received a copy of this IT policy and acknowledge that I have read and understood them and agree to abide by its provisions:

Signed

Clerk to Kippax Parish Council

Date