



## **KIPPAX PARISH COUNCIL**

### **INFORMATION TECHNOLOGY AND E-MAIL POLICY**

**Approved: 16<sup>th</sup> May 2024**

**Minute Reference: 010/FC/2425i**

**Review date: May 25**

***M Eyre***

**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 a 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.

## **Passwords**

The Parish Council's computer's 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 Clerk'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.

## **Use of Email**

Councillors, the Clerk and Kippax Magazine Editors are provided with Kippax Parish Council email addresses ([name@kippax-pc.gov.uk](mailto:name@kippax-pc.gov.uk)) which are the intellectual property of Kippax Parish Council. Individual Councillor email addresses will be deleted once they cease to be a Councillor.

The following guidelines should be observed by all users of official Kippax Parish Council email addresses:

- Access to email accounts is restricted to individual users and **MUST NOT** be shared with anyone else.
- Parish Council email accounts are to be used for the purposes of conducting Parish Council business only and **MUST** be used for all Parish Council business.
- Email communications require the same professional standards as other forms of communication and must be polite and courteous. It should be assumed that any email may need be disclosed under a Freedom of Information or Subject Access request.
- Councillors must abide by the Code of Conduct in their email communications.
- User must not send or forward email which is defamatory or offensive for whatever reason.
- Users must abide by the GDPR regulations in their email communications and must not share individual's personal data without their express permission. E-mail addresses should be treated as confidential and care taken that private e-mail addresses are not wrongly circulated.
- Emails should be deleted after they are no longer required, in line with the Kippax Parish Council Records management Policy
- Users may correspond with external bodies and members of the public to gather information for proposals and discuss issues for consideration, but they must make it clear to members of the public that they are expressing a personal view, if the issue has not yet been considered by the council. Once a user has gathered the information, they require for a proposal it should be forwarded to the Clerk for inclusion on the appropriate agenda for a decision to be made by the council/committee.
- Users **MUST NOT** make decisions on any issue's emailed directly to them by members of the public. They must be forwarded to the Clerk for inclusion on an appropriate agenda for a decision to be made by the council/committee.
- Users may also provide information to external bodies and the public in relation to Parish Council decisions. If they are in any doubt as to what the Councils view is on an issue, they should refer the correspondence to the Clerk to deal with.
- Users should forward any complaints (including complaints about the council, an individual councillor, or a community issue/service) Freedom of Information request or Subject Access requests received to the Clerk so they can be dealt with in accordance with the relevant policy.
- If users receive email correspondence, which they are unclear how to deal with, or they do not wish to respond to directly, they should forward it to the Clerk to be dealt with.
- Users should only open email attachment if they are from a sender whom you recognise or trust, if not, simply delete.

Any Councillors who are unable to access email or requires assistance to do so can nominate a named person to access their emails on their behalf, and that person will be required to sign a confidentiality agreement. Alternatively they can choose not use email and to receive all correspondence on paper instead.

Any Councillor who does not agree with the use of email terms specified in this policy will not be given an email address and will receive paper copies of correspondence instead.

### **Relinquishment of information upon termination of role**

Upon ceasing their role in the council, users of Parish Council IT equipment will relinquish all the 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 by the Clerk 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**

All users of Kippax Parish Council IT equipment and email addresses 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 ..... Date .....

Role: .....

Computer user: Yes / No

Email user: Yes / No