

## IT Policy

### **1. Introduction**

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

### **3. Acceptable use of IT resources and email**

Eaton Parish Council's 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.

### **4. Data management and security**

All sensitive and confidential Parish Council data should be stored and transmitted securely using approved methods.

### **5. Email communication**

Email accounts provided by Eaton Parish Council are for official communication only. Emails should be professional and respectful in tone.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

### **6. Password and account security**

Eaton Parish Council's users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others – passwords should be updated in line with reminders received from suppliers.

The Parish Council prefers that users use MFA (Multi Factor Authentication) where possible, but appreciate that this cannot always be possible, due to the impact on personal devices, such as personal mobile phones.

### **7. 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.

### **8. Reporting security incidents**

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

## **9. Compliance and consequences**

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

## **10. Policy review**

This policy will be reviewed once per Councillor term to ensure its relevance and effectiveness. Updates may be made to address emerging technological trends and security measures.

## **11. Contacts**

For IT-related enquiries or assistance, users can contact the Clerk.

All staff and councillors are responsible for the safety and security of Eaton Parish Council's IT and email systems.