

Castle Acre Parish Council Information

Technology Policy

Resolved by the Council on 1st June 2024 but may be reviewed at any time in the event of changes to legislation and technology.

STATEMENT OF PURPOSE

The purpose of this policy is to ensure that all employees, volunteers or trustees using Castle Acre Parish Councils IT have a clear code of use for the council's equipment, and will safeguard the security of its IT systems, data and assist compliance with Data Protection Law including GDPR.

ACCEPTABLE USAGE – Computer Access Control

Access to the council's IT systems is controlled using user IDs and passwords. All User IDs and passwords are uniquely assigned to named individuals and consequently, individuals are accountable for all actions on the IT systems.

Individuals must not:

- * Use Council owned equipment for anything other than Council purposes.
- * Leave their user accounts logged in at an unattended and unlocked computer.
- * Leave their passwords unprotected.
- * Perform any unauthorised changes to the IT systems or information.
- * Attempt to access data that they are not authorised to use or access, including the register of electors.
- * Connect any unauthorised device to the council's network or IT systems.
- * Store council data on any unauthorised equipment.
- * Give or transfer council data or software to any person or organisation outside the council without the appropriate authority to do so.

Internet Access and Unacceptable Behaviour

- Visiting sites that contain obscene, hateful, pornographic or illegal material.
- Perpetrating any form of fraud, or software, film or music piracy.
- Using the internet to send offensive or harassing material to other users.
- Downloading commercial software or any copyright materials belonging to third parties unless the download is covered or permitted under a commercial agreement or license.
- Publishing defamatory and/or knowingly false information about councils, colleagues, trustees, volunteers or residents on social media, blogs, wikis or any other online publishing tool.
- Revealing confidential information about the council in any personal postings, including unsolicited personal views and the uploading or transmission of internal discussions, business plans and sensitive data.
- Introducing malicious software into the council network.

Software

You must only use software that is authorised by the council on its computers.
Authorised software must be used in accordance with the software supplier's licensing agreements.

Viruses

Centralised, automated virus detection software and virus software updates have been implemented on the Parish Council Laptop.

Individuals must not remove or disable antivirus software or attempt to remove virus infected files or clean up an infection other than by use of Parish Council approved antivirus software and procedures.

Actions Upon Termination of Contract

All council equipment and data, for example laptops, must be returned to the council in full working, operational order along with all access information at termination of contract. All council data, IP developed or gained during the period of employment remains the property of the council and must not be retained beyond the period of employment by Castle Acre Parish Council.

Signed. Amy Hart
Date. 8th July 2024

Position: Parish Clerk

Signed. Tim Hubbard
Date. 8th July 2024

Position: Parish Council Chairman