Bleasby Parish Council IT Policy

Introduction

Bleasby 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.

Scope

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

Acceptable use of IT resources and email

Bleasby Parish Council IT resources and 'bleasby-pc.gov.uk' email accounts are to be used for all official Council related activities and tasks. Bleasby PC related content should be not sent using personal email addresses.

All users must adhere to ethical standards, GDPR stipulations, respect copyright and intellectual property rights and must not transmit inappropriate or offensive content.

Device and software usage

Where possible, authorised devices, software and applications will be provided by Bleasby Parish Council Parish Council for work-related tasks.

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

Data management and security

All sensitive and confidential Bleasby Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss and secure data destruction methods should be used when necessary.

Email communication

Email accounts provided by Bleasby Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Caution must be taken with attachments and links to avoid phishing and malware. Sources should be verified before opening any attachments or clicking the links.

Password and account security

Bleasby Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

Mobile devices and remote work

Mobile devices used by Bleasby Parish Council should be secured with passcodes and/or biometric authentication.

Email monitoring

Bleasby 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.

Retention and archiving

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

Reporting security incidents

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

Training and awareness

Training and resources are available to inform users about IT security best practices, privacy concerns and technology updates. All employees and councillors should receive regular training on email security and best practices.

Compliance and consequences

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

Contacts

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

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

Review

Annually, or as appropriate, the Council will review and update this policy.

Date of Policy September 2025

Approved at Bleasby Parish Council meeting dated 8th September 2025

Signed: _____ Chair, Bleasby Parish Council

Date: _____