Charlton Parish Council - IT Policy

To be Approved 20/07/2026

1. Introduction
Charlton 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.

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

3. Acceptable use of IT resources and email
Charlton Parish Council's IT resources and email accounts are to be used for official council-related activities and tasks. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

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

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

5. Data management and security
All sensitive and confidential Charlton 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.

6. Network and internet usage
Charlton Parish Council's network and internet connections should be used responsibly and efficiently for official purposes.

7. Email communication
Email accounts provided by Charlton 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.

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

8. Password and account security
Charlton 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.

9. Email monitoring
Charlton 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.

10. 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.

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

12 Training and awareness
Charlton Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

13. Policy review
This policy will be reviewed every two years to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

14. Contacts
For IT-related enquiries or assistance, users can contact Hugo Fox

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