

Chaddleworth Parish Council

Information Technology (IT) Policy

Version number	1.0		
Adopted by	Full Council		
Date adopted	13 th January 2026	Review due	Each annual meeting

1. **Introduction:** Chaddleworth 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 Chaddleworth Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.
3. **Acceptable use of IT resources and email:** Chaddleworth Parish Council 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. **Device and software usage:** Where possible, authorised devices, software, and applications will be provided by Chaddleworth Parish Council for work-related tasks. Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited because of security concerns.
5. **Data management and security:** All sensitive and confidential Chaddleworth 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:** Chaddleworth Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.
7. **Email communication:** Email accounts provided by Chaddleworth 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. Email accounts provided for official communication will use the @ChaddleworthParish.gov.uk domain.

8. **Password and account security:** Chaddleworth 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. **Mobile devices and remote work:** Mobile devices provided by Chaddleworth Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.
10. **Email monitoring:** Chaddleworth 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.
11. **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.
12. **Website:** A website shall be provided and maintained by Chaddleworth Parish Council.
 - i. Purpose: To provide a useful, accessible, online resource and an information point for the benefit of all as a statutory duty in relation to the Transparency Regulations. To raise awareness of Chaddleworth Parish Council. To disseminate Chaddleworth Parish Council and other Regional Government information and notices.
 - ii. To include: Chaddleworth Parish Council contact details and Councillor list. Statutory documents and notices, including agenda, minutes, associated meeting papers and annual accounts. To provide news and articles to promote the activities of the Parish Council and other formal village groups. To provide contact information and links to other regional and national government organisations.
 - iii. The domain name of the website to be www.ChaddleworthParish.gov.uk
 - iv. Chaddleworth Parish Council retain overall responsibility for the content of the website. Day to day management, monitoring and approval of content (where necessary) is delegated to the Clerk. To comply with best practice on public websites the policy is to generally avoid presenting any names of individuals or businesses on the site itself. If for any reason it is considered necessary or appropriate to do so, then the explicit permission of the individuals concerned will be acquired in advance of any posting.
 - v. The website will be maintained to the accepted current levels of security and accessibility.
 - vi. Accessibility: The websites will meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable). An accessibility statement will be maintained on the website and kept under regular review. This statement should include reasons for not meeting accessibility requirements, ways to source alternative copies of non-accessible documents and a point of contact.
 - vii. Legal responsibility: A Disclaimer will be included '*Disclaimer: Every effort has been made to ensure that the contents of this website are correct at time of publication. The Council cannot accept responsibility for errors, omissions and changes to information subsequent to publication. No part of this publication may*

be reproduced or transmitted in any form or by any means unless with the permission of the publisher beforehand.' All photographs published should have the permission of the copyright holder, general photographs of village events may be included, provided notices warn that photographs are being taken and may be included on the website, where images of children (14 years and under) are taken that are easily identifiable then written parental consent should be obtained.

13. **Finance:** All costs of domain, email and website hosting and management are to be met by Chaddleworth Parish Council. Where necessary or suitable, a third-party service provider shall be used.
14. **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.
15. **Training and awareness:** Chaddleworth 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.
16. **Compliance and consequences:** Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.
17. **Policy review:** This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.
18. **Contacts:** For IT-related enquiries or assistance, users can contact the Clerk. All staff and councillors are responsible for the safety and security of Chaddleworth Parish Council's IT and email systems. By adhering to this IT and Email Policy, Chaddleworth Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.