AYLESHAM PARISH COUNCIL

Councillor Tablet Policy

1. Purpose of the Policy
This policy sets out the guidelines for the provision, use, and management of electronic tablets issued to Parish Councillors. These devices are intended to support Councillors in their official duties and ensure efficient communication and information management within the Parish Council.

This Policy has been adopted by Aylesham Parish Council ("Council") in order to:

- prevent inappropriate use of computer equipment (such as extended personal use or for accessing and circulating pornographic, racist, sexist or defamatory material).
- protect confidential, personal or commercially sensitive data.
- prevent the introduction of viruses.
- prevent the use of unlicensed software.
- ensure that Council property is properly looked after.
- compliance with internal policies and rules and to detect abuse.

2. Scope
This Policy applies to all parish councillors who are provided with a tablet by the Parish Council and is to be used simultaneously with the adopted 'Council Email & Communication Policy', 'ICT Policy' and 'Code of Conduct'. The tablets are for council use only and always remain the property of the parish council.

3. Issuance of Tablets

- Each Councillor that has requested one, will be issued a tablet to facilitate their Council-related work.
- The tablets are configured with essential software and applications to enable access to council documents, email, and other necessary tools.
- Councillors must sign a receipt acknowledging the issuance of the device and agreeing to abide by this policy.

4. Permitted Use

- Tablets are provided strictly for Council use and should not be used for personal, commercial, or non-Council-related activities.
- Councillors must ensure that their use of the tablet complies with Council Policies, including data protection and acceptable use policies.

- Downloading or installing unauthorised applications or software on the tablets is prohibited.

5. Security and Data Protection

- Councillors must take reasonable precautions to protect the tablet from loss, theft, or damage.
- The tablets must be secured with a strong, council assigned password or PIN and should not be left unattended in public places.
- Any Council data accessed or stored on the tablet must be handled in accordance with data protection regulations.
- In the event that a Device is lost or stolen, or is suspected of having been lost or stolen, the Deputy Officer must be informed. The Deputy Officer will then work with the Councillor of the lost or stolen Device to identify any personal data at risk and will then take appropriate action, including reporting any breach to the ICO as necessary.

6. Maintenance and Support

- The Parish Council will be responsible for maintaining and updating the devices, including software updates and repairs.
- If you discover any mechanical, electronic, or software defects or malfunctions, you should immediately bring such defects or malfunctions to the Council's attention, initially through the Deputy Clerk.

7. Return of Devices

- Upon the request of the Council at any time, for any reason, you will immediately return any equipment and all software to the Council.
- Upon leaving the Council for any reason the tablet must be returned to the parish council in good condition, along with any accessories provided.
- All Council-related data will be removed from the device upon its return.

8. Monitoring and Compliance

- The Council may from time to time monitor the equipment. Principal reasons for this are to:

  8.1 Detect any harassment or inappropriate behaviour by employees, ensuring compliance with contracts of employment and relevant policies including the health and safety, ethical and sex discrimination policies.

  8.2 Ensure compliance of this policy.

8.3 Detect and enforce the integrity of the equipment and any sensitive or confidential information belonging to or under the control of the Council.

8.4 Ensure compliance by users of the equipment with all applicable laws (including data protection), regulations and guidelines published and in force from time to time.

8.5 Monitor and protect the wellbeing of employees and Councillors. The Parish Council reserves the right to monitor the use of tablets to ensure compliance with this policy.

9. Review and Updates

This Policy will be reviewed annually to ensure it remains up to date with relevant legislation and Council needs. Any amendments will be communicated to councillors promptly.

10. Agreement

All Councillors must sign an agreement confirming their understanding of and commitment to this policy before being issued a tablet.

Acknowledgment I, [_____], acknowledge receipt of a tablet from Aylesham Parish Council and agree to comply with the terms outlined in the Provision and Use of Tablets Policy.

Signature: _____

Date: _____

- END OF POLICY –

Chair Signature	Print Name	Date
Officer Signature	**Print Name**	**Date**

Date of policy adoption	February 2025 Full Council Meeting
Review Date	