

# [Council Name] IT Policy

CANNOCK WOOD PARISH COUNCIL

## IT POLICY

Adopted: 19<sup>th</sup> March 2026

### 1. Purpose

This policy sets out how Cannock Wood Parish Council manages its digital systems, information, and communication tools to ensure security, transparency, and compliance with legal responsibilities.

### 2. Who This Policy Applies To

- Councillors
- The Clerk
- Contractors and volunteers using council systems

### 3. Email and Communication

- All council business must be conducted using official council email addresses.
- Personal email accounts must not be used for council matters.
- Email passwords must be strong and changed regularly.

### 4. Data Protection

- Personal and sensitive data must only be stored on council-approved systems.
- No personal data should be saved on personal devices without written permission from the Clerk.
- The council's Data Protection Policy must be followed at all times.

### 5. Website and Accessibility

- The council website must comply with WCAG 2.2 AA standards.
- Required documents and information must be published and kept up to date.
- A named person will be responsible for website management and regular checks.

### 6. Cyber security

- All devices used for council business must have up-to-date antivirus software and security updates.
- Two-factor authentication should be enabled wherever possible.

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- Councillors and staff must report any suspicious emails or IT issues immediately.

### 7. Social Media and Public Communication

- Only the Clerk or Chair may post on official council social media accounts.
- Personal opinions must not be shared on official platforms.

### 8. Training and Review

- All councillors and staff will receive annual training on IT security and data protection.
- This policy will be reviewed every year or when required.

Signed: \_\_\_\_\_(Chair)

Date: \_\_\_\_\_