MONKSILVER PARISH COUNCIL DRAFT IT POLICY

1. Purpose and Scope

This policy applies to **all councillors, employees, contractors, and volunteers** who use IT systems to carry out council business, whether on council-owned or personal devices.

It includes the use of personal devices of all councillors, employees, contractors, and volunteers (e.g. a councillor using their home laptop or smart phone to read emails).

2. Monksilver Parish Council Email Use

Monksilver Parish Council requires all official communications to come from a council-owned Monksilver.org email address. This is to ensure that critical information is not lost and breach GDPR (General Data Protection Regulation when the clerk resigns or a councillor stands down.

All councillors and employees must have and use a generic, permanent email account. All passwords must be categorized strong. Forwarding to personal inboxes is not permitted.

Emails must comply with the Monksilver Data Protection Policy. Emails should not be shared or forwarded unless for the express requirement of expediting Monksilver Parish Council business. People should not be identified in the text unless it is unavoidable to conduct Monksilver Parish Council business.

3. Data Protection and GDPR (General Data Protection Regulation)

Personal data must not be stored unencrypted on USB sticks, personal laptops, or cloud services like Dropbox unless approved by the council, in accordance with the Council Data Protection Policy.

Monksilver Parish Council is a **Data Controller and Processor**
This **IT Policy conforms with the Monksilver Parish Council Data Protection Policy.**

FOI (freedom of information requests) and subject access requests (SARs) must be addressed to the clerk and acknowledged within five working days. Responses must be made within twenty-eight working days. All FOI and SARS requests must be given a full response, unless the subject was discussed under closed session. In this case, as much information as possible must be provided with only personal identification and sensitive information redacted.

4. Website Management and Accessibility

Monksilver Parish Council uses website https://monksilver.org to publish contact details, all required documents (minutes, financial details, AGAR, councillor details, etc.) and complies with the Transparency Code. Monksilver Parish Council contracts maintenance, updating of the website and reinstating broken links to a webmaster contractor.

5. Use of Council Equipment

Monksilver Parish Council owns a laptop computer for use by the clerk. The clerk must use this for Monksilver Parish Council business only and additional software must not be installed without permission. When the clerk resigns the laptop must be handed to the Chairman.

When IT support is required, advice is sought from the contractor. Security concerns should be raised with the clerk.

6. Cybersecurity and Online Safety

The Monksilver Parish owned laptop is programmed to install regular updates to protect against cyber attack

7. Social Media and Communications

Only the lead councillors for communications and the clerk may post on the council's WhatsApp and the push email account. Councillors should not comment as individuals on behalf of the council. The Monksilver Communications policy must be followed.

8. Review

This policy will be reviewed annually by the full Council. The clerk and the lead communications Councillors are responsible for updating the policy.