



FELBRIDGE PARISH COUNCIL

Registered Office: Felbridge Village Hall, Crawley Down Road, Felbridge, RH19 2NT

IT Policy

Use of Email

- The use of email to exchange correspondence requires the same professional standards as other forms of communication. Emails with defamatory or offensive content should not be sent or forwarded.
- In order to protect from viruses, email attachments should not be opened if they are from a sender whom you do not recognise
- Junk mail should where possible be isolated at source. Any junk emails which get through should be deleted immediately and no attachments should be opened. It is important to keep virus protection up to date.
- Agreements made by email may have the same status as letters or formal contracts.
- Emails must be retained for no more than 12 months. Exceptions are made for those which contain information used on a regular (at least annual) basis.
- Email must be used in accordance with the Felbridge Parish Council Data Protection Policy 2018.
- Councillor email accounts are only for use for Parish Council business.
- Emails from Councillor accounts are not to be forwarded to external email accounts.

Data Protection

- Sensitive personal data must not be included in the text of emails or in files attached to them, in order to comply with the General Data Protection Regulation.
- Email addresses should be treated as confidential and care taken that private email addresses are not wrongly circulated.
- Email to multiple addresses outside of Councillors and the Clerk should be sent as blind copy (bcc)
- All data must be used and stored in accordance with the Felbridge Parish Council Privacy Policy 2018.
- Documents relating to financial records are securely stored by the Clerk. Documents relating to staff data are securely stored by the Chairman.

Internet

- Any material which can reasonably suspected to contain a virus must not be downloaded.
- Do not use material from the Internet without checking whether it is restricted by copyright or licensing laws.

Website

- The website is updated by the Clerk with system security provided by Hugo Fox

Computer

- There is a single laptop for use by the Clerk on which all documents are stored. No data or documents unrelated to Felbridge Parish Council business should be stored on the laptop.
- Personal data must not be stored on the laptop.
- Personal software must not be downloaded on to the laptop.
- Digital documents relating to Felbridge Parish Council business can only be stored on the Parish Council laptop unless already in the public domain or currently being worked on by councillor before being placed in the public domain.
- If and when required, the laptop may be used by councillors. All users must adhere to the policies detailed above.
- All reasonable means must be taken to protect the security of the laptop. This includes annual virus protection software and the use of Microsoft 365 software.

Data Retention

Documents

Data should only be stored on the Clerk's computer (including emails) for as long as necessary to allow ongoing correspondence, projects, financial planning or compliance.

Data should only be stored in Councillor emails during ongoing correspondence or discussions on specific topics.

All emails should regularly be deleted (including from Sent folders) and none kept beyond 12 months unless required for ongoing projects or planning.

November 2025