Ireby & Uldale Parish Council IT and Email Policy

1. Introduction

Ireby & Uldale 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 Ireby & Uldale Parish Council's IT resources, including any computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Ireby & Uldale 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. Data management and security

All sensitive and confidential Ireby & Uldale 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.

5. Email communication

Email accounts provided by Ireby & Uldale 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.

6. Password and account security

Ireby & Uldale 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.

7. IT device security

Devices used for Ireby & Uldale Parish Council business should be secured with appropriate password, passcode and/or biometric authentication.

8. Email monitoring

Ireby & Uldale 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.

9. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Emails should be reviewed and unnecessary emails deleted to maintain an organised inbox.

10. 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.

11. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

12. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness.

13. Contact

For IT-related enquiries or assistance, users should in the first instance contact The Clerk of Ireby & Uldale Parish Council.

14. Statement

All staff and councillors have been provided with this policy document and are responsible for the safety and security of Ireby & Uldale Parish Council's IT and email systems.

By adhering to this IT and Email Policy, Ireby & Uldale Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

Date: _____10th March 2025_____

Name: _____Janice Rae_____

Signature: _____[redacted]_____

Role: ___Clerk to Ireby & Uldale Parish Council___