

Lawford Parish Council



Council Offices: Ogilvie Hall, Wignall Street, Lawford, Essex CO11 2JG

INFORMATION TECHNOLOGY POLICY

This policy applies to all employees and Councillors of Lawford Parish Council.

1. All IT equipment, associated hardware and software are, and remain the property of Lawford Parish Council.
2. As the authorised user, you are responsible for its safe keeping and appropriate use.
3. You must not attempt to modify or alter the hardware without the permission of the Chairman of Lawford Parish Council.
4. Similarly you must not attempt to modify, delete or alter the set-up of the windows environment or any software loaded on the Council's workstation.
5. You should not install any software without permission of Council.
6. You must not make illegal copies of our software for use by yourself or third parties.
7. Intentional use of internet resources to access, transmit or retrieve any material or communications that are obscene, pornographic, or sexually explicit; of a discriminatory or harassing nature or which are derogatory to any individual or group; or are threatening in nature is prohibited.
8. You should not download files, including application and games that are not connected with your work for Lawford Parish Council.
9. Any sites which require registration or payment for services must not be accessed without due authority.
10. The use of email to exchange correspondence requires the same professional standards as other forms of communication.
11. You should not send or forward mail which is defamatory or offensive for whatever reason.
12. In order to protect the council from viruses, email attachments (which might contain macros - word processor and spreadsheet files or applications), should not be opened if they are from a sender whom you do not recognise - simply delete.
13. You must not include in the text of emails to be sent, or in files attached to them, sensitive personal data without appropriate protection in order to comply with the [Data Protection Act 1998](#).¹
14. Email addresses should be treated as confidential and care taken that private email addresses are not wrongly circulated.
15. If emails are sent to multiple addresses outside of Councillors, the councillors should be sent as blind copy (bcc).

¹ To be amended 25 May 2018 when the new GDPR comes into force

INFORMATION TECHNOLOGY POLICY cont'd

16. Indications of non-compliance with the provisions of this Policy will be investigated, as appropriate.
- 17. Subject to the findings of any such investigation, non-compliance with the provisions of this policy will lead to appropriate disciplinary action, which for staff could include dismissal on the grounds of gross misconduct.**
- 18. Furthermore, publication of some materials may not only amount to a disciplinary offence, but also a criminal offence, in which case the issue may be reported (in the case of staff) to police for them to take appropriate action, and in the case of Councillors reported to the Monitoring Officer to take the appropriate action.**

Adopted: 15/01/2018 minute ref: 107/1718 e) i)

Policy for review: May 2019