

BARCOMBE PARISH COUNCIL

Computer and Email Acceptable Use Policy

The Clerk will be responsible for the proper use and maintenance of any computer owned by the Council. This will include prompt installation of all software and security updates and annual renewal of an anti-virus software subscription.

This policy sets out the correct use of Barcombe Parish Council (the Council) owned computer(s) and any related equipment (external hard drives/USB devices etc.). No person other than the Clerk, a Barcombe Parish Councillor, or person authorised by the Council may use the Council-owned computer(s) or any associated equipment. Any necessary maintenance or repairs outside of the Council's ability will only be carried out by the manufacturer or by an agent approved by the Council.

This policy demonstrates how the Council will comply with the Computers Misuse Act 1990 and how it will protect its systems and data.

Any employee authorised to use the Council's computer(s) who violates this policy will be subject to disciplinary action up to and including termination of employment. The name of any Councillor(s) who violate this policy will be reported to the District Monitoring Officer for action.

Policy Statements

1. Use of Passwords

- a) The Council-owned computer(s) and any other device capable of storing information will be protected by a strong password.
- b) Data must not be further password protected by the Clerk without authorisation.

2. Email

- a) All email is the property of the Council. The Council wants a workplace that is free of harassment and sensitive to the welfare of our employees and council members. Therefore, it does not allow employees or members to use computers and email in ways that are disruptive, offensive to others or harmful to morale.
- b) A Confidentiality Statement will be added to all outgoing emails, both those of the Clerk and of Councillors.

3. Computer use

- a) There must be no exchange of protected data or programs between the Council computer(s) and any third party computer without prior written approval of the Council.
- b) No unauthorised modifications may be made to the computer(s) other than those required for normal system and security updates.

4. Data sharing

Neither the Clerk nor Councillors will pass on contact details of an individual to a third party (for example, the District or County Council) without permission from that individual.

5. Offsite use

Computer equipment should be kept secure when used off-site.

Adopted March 2018