

Ingoldsby Parish Council
IT POLICY

1. Introduction

Ingoldsby Parish Council recognizes 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 Councillors, the Clerk and volunteers.

2. Scope

This policy applies to all individuals who use Ingoldsby Parish Council's IT resources including computers, networks, software, devices, data and email accounts.

3. Acceptable use of IT resources and email

Ingoldsby Parish Council's 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. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Ingoldsby Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential data belonging to Ingoldsby parish council 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.

6. Network and internet usage

Ingoldsby Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email account's provided by Ingoldsby 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.

8. Password and Account Security

Ingoldsby 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.

9. Mobile devices and remote work

Mobile devices provided by Ingoldsby Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Ingoldsby 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.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements as well as the Parish Council’s record retention policy. Unnecessary emails should be deleted to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13. Training and awareness

Ingoldsby Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. The clerk and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

A breach of this IT policy may lead to the suspension of IT privileges and further consequences as deemed appropriate.

15. Contacts

For IT-related enquiries or assistance, users can contact the Clerk.

The Clerk and Councillors are responsible for adhering to the safety and security of Ingoldsby Parish Council’s IT and email systems. By adhering to this IT and Email Policy, Ingoldsby Parish Council aims to create a secure and efficient IT environment in support of the work that it does.

Date approved	Version Number	Revision/Amendments made	Review date
25 March 2026	V1.0	New Policy	May 2026