

Marlesford Parish Council

IT & Data Policy

Purpose

This policy provides simple guidance on the use of IT by Marlesford Parish Council to ensure information is managed responsibly and securely.

Scope

The policy applies to Councillors, the Clerk, and anyone acting on behalf of the Council when using IT equipment, email, or online services for Council business.

Use of IT, Email and Whatsapp

Council email accounts in the form of name@marlesford-pc.gov.uk should be used for Council business. Personal email accounts should not be used unless totally necessary, and Councillors should take care to keep Council correspondence separate from personal matters. Emails containing private data should be deleted when no longer needed. Emails and documents relating to Council business form part of the Council's official records and should be treated accordingly.

On leaving the Council, the departing Councillor's email account will be closed by the Clerk.

Data Protection and Confidentiality

Councillors and the Clerk must take care not to share personal data or confidential information inappropriately or without consent. Devices used for Council business should be password protected. This includes PCs, laptops, tablets and mobile phones.

Website and Social Media

The Council's website is the official source of Council information, and should be kept up to date. Postings to websites or anywhere on the internet and social media of any kind, or in any press or media of any kind, should not breach copyright or other law or disclose confidential information, defame or make derogatory comments about the council or disclose personal data or information about any individual that could breach data protection legislation, ie postings must be accurate, respectful and represent agreed Council positions.

Security

Basic precautions should be taken to avoid viruses and malware (e.g. updated antivirus software, caution with attachments/links). Lost or compromised devices used for Council business should be reported to the Clerk as soon as possible.

Review

This policy will be reviewed annually or more frequently if amendments are required.

Signature: *Richard Cooper*

Date: 11/08/26

To be reviewed: Annually - 2027