

# **IT Policy**

## **Humshaugh Parish Council**

### **1. Purpose**

This policy sets out how the Parish Council uses information technology to support its work and protect council information.

### **2. Scope**

This policy applies to all councillors, employees and volunteers using devices or systems for council business.

### **3. Use of Devices**

The Council operates using a combination of personal devices and cloud-based systems. Councillors and the Clerk may use personal devices for council business, provided that reasonable steps are taken to keep information secure.

### **4. Email and Communication**

Council email accounts should be used for council business where possible. Users should ensure that communications are appropriate and professional.

### **5. Information Storage**

Council information should be stored in locations approved by the Proper Officer in compliance with the 2018 Data Protection Act.

Documents should be organised so that they can be easily located and accessed. Important records must remain accessible to the Council and not be held solely by one individual.

### **6 Security**

Users must take reasonable precautions to protect information, including:

Using passwords or device security,

Keeping devices updated, and

Taking care when accessing or sharing information.

Personal data must be handled in accordance with the Council's Data Protection Policy.

### **7. Access and Continuity**

The Council will ensure that key systems (such as email and document storage) are accessible to more than one authorised person, so that information is not dependent on a single individual.

### **8. Incident Reporting**

Any suspected data loss, security issue or misuse of council information must be reported to the Clerk as soon as possible.

## **9. Policy Compliance**

Failure to follow this policy may result in appropriate action in line with Council procedures.

## **10. Review and Approval**

This policy will be reviewed every three years or sooner if required.

Adopted by: Humshaugh Parish Council

Adoption date:

Review date: Three years from date of adoption

Version: 1.0