

# **Worton Parish Council Information Technology (IT) Policy**

## **1. Introduction**

Worton Parish Council operates with very limited IT resources. The Council has one employee (the Parish Clerk), one council-owned computer, and no servers, internal networks, or dedicated offices. Voluntary Parish Councils use personal IT equipment for Parish Council business. This policy sets out clear expectations for the safe, appropriate, and proportionate use of IT equipment and information.

## **2. Purpose of the IT Policy**

The purpose of this policy is to protect council information, reduce the risk of data loss or misuse, and ensure compliance with relevant legislation. Limited personal use of council IT equipment is permitted where it does not interfere with council business or compromise security.

## **3. Scope**

This policy applies to the Parish Clerk and anyone else authorised by the Council to access council IT equipment or data, regardless of working location.

## **4. IT Equipment**

The Council owns one computer, provided primarily for council business. The equipment must be handled with care, kept secure, and protected from damage or unauthorised access.

## **5. Security**

The computer must be locked or logged out when unattended. It should not be left unattended in public places or vehicles. Any loss, theft, or damage must be reported to the Chair of the Council as soon as possible.

## **6. Use of Personal Devices**

Where personal devices are used for council business, they must be used securely. Council emails must be sent from the official council email account and confidential information must not be stored permanently on personal devices.

## 7. Passwords and Authentication

All council accounts must be protected by strong passwords, which must not be shared. Passwords must be changed immediately if compromise is suspected.

## 8. Email and Internet Use

Email and internet access are provided primarily for council business. Users must take care to avoid scams, viruses, and inappropriate or illegal content.

## 9. Social Media

Care must be taken when using social media. The Parish Clerk must not present themselves as speaking on behalf of the Council unless authorised, and confidential information must not be shared.

## 10. Monitoring

The Council reserves the right to monitor use of its IT equipment where necessary and proportionate, in line with data protection law.

## 11. Remote Working

Most council work is carried out remotely. Screens should be positioned to prevent unauthorised viewing and council data must be kept secure.

## 12. Misuse

Misuse of IT systems or information may result in disciplinary action.

## 13. Review

This policy will be reviewed periodically to ensure it remains appropriate.

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