

MUNDON PARISH COUNCIL

INFORMATION TECHNOLOGY POLICY

(Adopted 15 July 2025)

1. **Introduction**

Mundon Parish Council recognises 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 council members, employees, volunteers, and contractors.

2. **Scope**

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

3. **Acceptable use of IT resources and email**

Mundon Parish Council 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. **Monitoring and review**

The Parish Clerk is responsible for reviewing and monitoring the IT policy. Mundon 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.

5. **Related policies**

Please refer to the mundon.org website/parish council documents for all related policies and procedures.

6. **Passwords**

Mundon Parish Council users are responsible for maintaining the security of their accounts and passwords, these should be strong. If for any reason, or in an emergency, a password needs to be shared with another member of the Parish Council, then the relevant password will be changed by the Parish Clerk for the next login. If it is felt someone else has gained access by unlawfully obtaining a password, the Parish Clerk will change the relevant password as a matter of urgency and report the misuse to the members of the Parish Council for potential further action.

7. **Email communication**

Email accounts provided by Mundon 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.

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

8. **Data management and security**

When using personal computers for council work, data should be transmitted securely, in accordance with the above. Regular backups should be taken and data should be stored safely. Computers should be shut down when the user is absent to avoid any third party/public access.

All staff and councillors are responsible for the safety and security of Mundon Parish Council's IT and email systems. By adhering to this IT Policy, Mundon Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

9. **Training**

Training can be provided in relation to this policy for new members or staff if required.

10. **Policy review**

This policy will be reviewed annually to ensure it is relevant and effective. Updates may be made to include any changes in IT or security as deemed necessary.

Register History

Description	Date	Minute Number
Adopted	15 July 2025	32(b)
Next review	July 2026	