

# WEST DOWN PARISH COUNCIL



## West Down Parish Council Information Technology, E-Mail and Internet Policy

Date of Annual Review	Notes and comments	Change Description	Minutes Number
01 Nov 2021		Initial Release	
11 Nov 2022		Included a requirement for Councillors to complete a personal IT equipment questionnaire.	
01 Feb 2023		Update with policy requirements for email suspension and deletion.	4878

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WEST DOWN PARISH COUNCIL promotes the use of internet and electronic mail to improve the efficiency and effectiveness of the Council's functions. However, these facilities must be used responsibly and lawfully.

## **Use of Email**

The use of email to exchange correspondence requires the same professional standards as other forms of communication. You should not send or forward mail which is defamatory or offensive for whatever reason.

Email attachments must not be opened via the email but saved to the desktop and then opened. Opening attachments via the email bypasses the security checks for viruses.

All external emails must include the Council Name, the senders name and contact details.

E-mail that is sent to external addresses should include an agreed standard WEST DOWN PARISH COUNCIL disclaimer.

Junk mail is a hazard of internet life and efforts should be made to isolate it at source, if not it should be deleted immediately and no attachments should be opened. It is important to keep virus protection up to date.

In order to protect from viruses, email attachments which might contain macros (word processor and spreadsheet files) or applications, should not be opened if they are from a sender whom you do not recognise, simply delete.

Be aware that agreements made by email have the same status as letters or formal contracts.

It is recommended that e-mails are retained for no more than twelve months before they are deleted. Those containing important material should be saved to a separate folder.

**Upon a Councillor resigning or relinquishes their duty as a West Down Parish Councillor the email address is to be suspended with immediate effect. After a period of six month the account is to be deleted of all data once agreed by all active Councillors.**

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## **USB Sticks**

Only USBs from known sources can be used on WEST DOWN PARISH COUNCIL equipment. USB data must not be opened via the USB but must be saved to the desktop and then opened. Opening data via the USB bypasses the security checks for viruses. Once the content has been security checked it can be used directly.

Office USBs that have been checked can be used to download information safely.

## **Data protection**

You must not include in the text of emails to be sent, or in files attached to them, sensitive personal data without appropriate protection in order to comply with the Data Protection Act 1998 and General Data Protection Regulations 2018.

Email to multiple addresses outside of WEST DOWN PARISH COUNCIL should be sent as blind copy, (bcc).

## **Internet**

4.1 Do not download any material that you suspect may contain a virus.

4.2 Do not use material from the Internet without checking whether it is restricted by copyright or licensing laws.

## **Website**

The Parish Council website is administered by the Parish Clerk, any nominated Councillor and Western Web.

## **General**

No member of staff should access offensive material using WEST DOWN PARISH COUNCIL facilities.

Computer games or personal software must not be loaded onto WEST DOWN PARISH COUNCIL equipment.

The user is responsible for ensuring that the content of the computer is kept clean and for reporting any faults to the Chairman.

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All back-ups are stored off site. The removable media policy is attached at Appendix A.

## **Social media**

Social media must not be used for personal purposes whilst at work. Unless you are uploading current WEST DOWN PARISH COUNCIL events news to the WEST DOWN PARISH Community Facebook page.

## **Public Wi-Fi**

West Down Parish Hall provides a public Wi-Fi service with low level security. No sensitive information relating to West Down Parish Council business should be transmitted or received on any devices which are connected to this Wi-Fi or any other public Wi-Fi system.

## **Personal IT Equipment for Council use.**

All Councillors using personal equipment for West Down Parish Council business including email, must complete a WDPC Councillors IT Equipment Questionnaire. Once completed this should be reviewed by Councillor Kenshole and when approved is filed by the West Down Parish Clerk for future reference. Any Councillors purchasing new IT equipment or disposing of personal IT equipment that has been used for WDPC business must update the questionnaire to confirm data is secure or has been destroyed.

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## APPENDIX A – Removable Media Policy

### Purpose

This policy supports the controlled storage and transfer of information by Councillors and all employees who have access to and use of computing equipment that is owned or leased by the Council

Information is used throughout the Council and is sometimes shared with external organisations and applicants. The use of removable media may result in the loss of the ability to access information, or interference with the integrity of information, which could have a significant effect on the efficient operation of the Council and may result in financial loss and an inability to provide services to the public.

It is therefore essential for the continued operation of the Council that the availability, integrity and confidentiality of all storage devices are maintained at a level which is appropriate to the Council's needs.

The aims of the policy are to ensure that the use of removable storage devices is accomplished with due regard to:

- Enabling the correct data to be made available where it is required
- Maintaining the integrity of the data
- Building confidence and trust in data that is being shared between systems
- Maintaining high standards of care towards data and information about individual parishioners, staff or information that is exempt from disclosure
- Compliance with legislation, policies, or good practice requirements

### Principals

This policy sets out the principles that will be adopted by the Council in order for material to be safely stored on removable media so that the risk of loss or corruption to work data is low.

Removable media includes but is not limited to:

- USB memory sticks, memory cards, portable memory devices, CD / DVDs, diskettes and any other device that transfers data between systems, or stores electronic data separately from email or other applications.

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Any person who intends to store Council data on removable media must abide by this Policy. This requirement devolves to Councillors, employees and agents of the Council, who may be held personally liable for any breach of the requirements of this policy.

Failure to comply with this policy could result in disciplinary action.

## **Advice and Assistance**

The Parish Clerk will ensure that everyone that is authorised to access the Councils information systems is aware of their obligations arising from this policy.

A competent person should be consulted over any hardware or system issues. Advice and guidance on using software packages should be also sort from a competent person.

## **Responsibilities**

The Parish Council Chairman is responsible for enforcing this policy and for having arrangements in place to identify the location of all data used in connection with Council business.

Users of removable media must have adequate Records Management / Information Security training so that relevant policies are implemented.

## **Incident Management**

It is the duty of any employee of the Council to not allow storage media to be compromised in any way whilst in their care or under their control. There must be immediate reporting of any misuse or irresponsible actions that affect work data or information, any loss of material, or actual, or suspected breaches in information security to the Parish Council Chairman.

It is the duty of all Councillors/Employees to report any actual or suspected breaches in information security to the Parish Council Chairman.

## **Data Administration**

Removable media should not be the only place where data created or obtained for work purposes is held, as data that is only held in one place and in one format is at much higher risk of being

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unavailable through loss, destruction or malfunction of equipment, than data which is routinely backed up.

Where removable media is used to transfer material between systems then copies of the data should also remain on the computer, until the data is successfully transferred to another computer or system.

Where there is a business requirement to distribute information to third parties, then removable media must only be used when the file cannot be sent or is too large to be sent by email or other secure electronic means.

Files must be deleted from removable media, or the removable media destroyed, when the operational use of the material has been completed.

## **Security**

All storage media must be kept in an appropriately secure and safe environment that avoids physical risk, loss or electrical corruption of the business asset. Due to their small size there is a high risk of the removable media being mislaid lost or damaged, therefore special care is required to physically protect the device and the data. Anyone using removable media to transfer data must consider the most appropriate way to transport the device and be able to demonstrate that they took reasonable care to avoid damage or loss.

Virus Infections must be prevented from damaging the Councils computer. Virus and malware checking software approved by the Council, must be operational on the computer on to which the data is to be loaded. The data must be scanned by the virus checking software, before the media is loaded on to the receiving computer.

Any memory stick used in connection with Council equipment or to store Council material should usually be Council owned. However work related data from external sources can be transferred to the Council computer using memory sticks that are from trusted sources and have been checked using current anti-virus software.

The Council will not provide support for any non-council memory stick.

## **Use of removable media**

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Care must be taken over what data or information is transferred onto removable media. Only the data that is authorised and necessary to be transferred should be saved on to the device.

Council material belongs to the Council and any equipment on which it is held should be under the control of the Council and not available to be used for other purposes that may compromise the data.

All data transferred to removable media should be in accordance with an agreed process established by the Council so that material can be traced.

The person arranging the transfer of data must be authorised to make use of, or process that particular data.

Whilst in transit or storage the data must be given appropriate security according to the type of data and its sensitivity.

Encryption must be applied to the data file unless there is no risk to the Council, other organisations or individuals from the data being lost whilst in transit or storage. If encryption is not available then password control must be applied if removable media must be used for the business purpose.

## **Faulty or Unneeded Storage Devices**

Damaged or faulty media must not be used. The Parish Council Chairman must be consulted over any damaged equipment, peripherals or media.

All unneeded or faulty storage devices must be dealt with securely to remove the data before reallocating or disposing of the device.

## **Breach procedures**

Users who do not adhere to this policy will be dealt with through the Council's disciplinary process.

## **Review and Revision**

This policy will be reviewed annually by the Council and revised according to developments in legislation, guidance, accepted good practice and operational use.





## Employees Guide in Brief

1. Data and information are valuable and must be protected.
2. Only transfer data onto removable media, if you have the authority to do so.
3. All transfer arrangements carry a risk to the data.
4. Run the anti virus programme on the removable media each time it is connected to the computer.
5. Only use approved products for Council data.
6. Activate encryption on removable media wherever it is available and password protection if not available
7. Data should be available for automatic back up and not solely saved to removable media.
8. Delete files from removable media, or destroy the media, after the material has been used for its purpose.