



ABBOTTS ANN PARISH COUNCIL

IT, communications and monitoring policy

Abbots Ann Parish Council (The Council) provides Councillors with access to various facilities for work and communication purposes. In order to ensure compliance with all applicable laws in relation to data protection, information security and compliance monitoring. The Council has adopted an IT communications and monitoring policy which should be read in conjunction with its Data Protection policy.

Breach of the policy

Breach of this policy will be regarded as an offence and may be reported to the Standards Committee. Anyone who considers that there has been a breach of this policy in relation to personal information about them held by the Council should raise the matter via the Council's formal grievance procedure.

IT, communications and monitoring

The Council makes use of IT systems, for data storage, communications and as a source of information. Abbots Ann Parish Council have adopted an IT, communications and monitoring policy in order to:

- prevent inappropriate use of computer equipment (such as extended personal use or for accessing and circulating pornographic, racist, sexist or defamatory material);
- protect confidential, personal or commercially sensitive data;
- prevent the introduction of viruses;
- prevent the use of unlicensed software;
- ensure that Council property is properly looked after; and
- monitor the use of computer facilities to ensure compliance with internal policies and rules and to detect abuse.

IT, communication and monitoring policy ("the policy") Introduction

The Council provides staff with access to computing facilities ("the Facilities") to allow you to undertake the responsibilities of your position and to improve internal and external communication.

This policy sets out the Council's position on your use of the Facilities and it includes:

- your responsibilities and potential liability when using the Facilities
- the monitoring policies adopted by the Council; and
- guidance on how to use the Facilities.

This policy has been created to:

- ensure compliance with all applicable laws relating to data protection, information security and compliance monitoring
- protect the Council from the risk of financial loss, loss of reputation or libel; and
- ensure that the Facilities are not used so as to cause harm or damage to any person or organisation.

This policy applies to the use of:

- local, inter-office, national and international, private or public networks and all systems and services accessed through those networks;
- desktop, portable and mobile computers and applications; social media; and
- electronic mail and messaging services.

Computer facilities: Use of computer systems

Subject to anything to the contrary in this policy the Facilities must be used for Council business purposes only. In order to maintain the confidentiality of information held on or transferred via the Council's Facilities, security measures are in place and must be followed at all times. A log-on ID and password is required for access to the Council's network. This will be changed regularly and must be kept secure and not shared with anyone.

You are expressly prohibited from using the Facilities for the sending, receiving, printing or otherwise disseminating information which is the confidential information of the Council or its clients other than in the normal and proper course of carrying out your duties for the Council.

In order to ensure proper use of Council computers, you must adhere to the following practices:

- anti-virus software must be kept running at all times;
- media storage such as USB drives, CD's or portable hard drives will be permitted
- obvious passwords such as birthdays and spouse names, etc, must be avoided (the most secure passwords are random combinations of letters and numbers);
- all files must be stored on the one drive which is backed up regularly to avoid loss of information;
- and always log off the network before leaving your computer for long periods of time or overnight.

Software

Software piracy could expose both the Council and the user to allegations of intellectual property infringement. The Council is committed to following the terms of all software licences to which the Council is a contracting party. This means, in particular, that:

- software must not be installed onto any of the Council's computers unless this has been approved.
- software should not be removed from any computer nor should it be copied or loaded on to any computer without prior consent.

Laptop computers

Laptop computers belonging to the Council along with related equipment and software are subject to all of the Council's policies and guidelines governing non-portable computers and software). All laptops, PC's and tablets will be encrypted. When using such equipment:

- you are responsible for all equipment and software until you return it. It must be kept secure at all times;
- you are the only person authorised to use the equipment and software issued to you;
- if you discover any mechanical, electronic, or software defects or malfunctions, you should immediately bring such defects or malfunctions to the Council's attention;
- upon the request of the Council at any time, for any reason, you will immediately return any laptop, equipment and all software to the Council;
- you will be responsible for ensuring that your home equipment is adequately protected from viruses and malware and that operating system patches are routinely applied.

Email (internal or external use)

All Councillors and Administration staff will be issued a Council email account which should be used when transacting on behalf of the PC.

Internet email is not a secure medium of communication; it can be intercepted and read. Do not use it to say anything you would not wish to be made public. If you are sending confidential information by email this should be sent using password protected attachments.

Email should be treated as any other documentation. If you would normally retain a certain document in hard copy, you should retain the email.

Do not forward email messages unless the original sender is aware that the message may be forwarded. If you would not have forwarded a copy of a paper memo with the same information do not forward the email. Your email inbox should be checked on a regular basis.

As with many other records, email may be subject to discovery in litigation. Like all communications, you should not say anything that might appear inappropriate or that might be misinterpreted by a reader.

Viewing, displaying, storing (including data held in RAM or cache) or disseminating materials (including text and images) that could be considered to be obscene, racist, sexist, or otherwise offensive may constitute harassment and such use of the Facilities is strictly prohibited. The legal focus in a harassment case is the impact of the allegedly harassing material on the person viewing it, not how the material is viewed by the person sending or displaying it.

Councillors will be required to surrender their email account and all of its contents to the Clerk at the end of their term of office or if they decide to leave the Council.

Internet

Posting information on the internet, whether on a newsgroup, via a chat room or via email is no different from publishing information in the newspaper. If a posting is alleged to be defamatory, libellous, or harassing, the person making the posting and the Council could face legal claims for monetary damages.

Using the internet for the purpose of trading or carrying out any business activity other than Council business is strictly prohibited.

For the avoidance of doubt the matters set out above include use of wireless facilities.

Monitoring policy

The policy of the Council is that we may monitor your use of the Facilities.

The Council recognises the importance of an individual's privacy but needs to balance this against the requirement to protect others and preserve the integrity and functionality of the Facilities.

The Council may from time to time monitor the Facilities. Principal reasons for this are to:

- detect any harassment or inappropriate behaviour by employees or Councillors, ensuring compliance with contracts of employment and relevant policies;
- ensure compliance of this policy;
- detect and enforce the integrity of the Facilities and any sensitive or confidential information belonging to or under the control of the Council;
- ensure compliance by users of the Facilities with all applicable laws (including data protection), regulations and guidelines published and in force from time to time; and
- monitor and protect the wellbeing of employees.

The Council may adopt at any time a number of methods to monitor use of the Facilities. These may include:

- recording and logging the activities by individual users of the Facilities. This may include opening emails and their attachments, monitoring Internet usage including time spent on the internet and websites visited;
- physical inspections of individual users' computers, software;
- periodic monitoring of the Facilities through third party software including real time inspections;
- physical inspection of an individual's post; and
- archiving of any information obtained from the above including emails and Internet downloads.

The Council will not (unless required by law):

- allow third parties to monitor the Facilities; or
- disclose information obtained by such monitoring of the Facilities to third parties unless the law permits.

The Council may be prohibited by law from notifying employees using the Facilities of a disclosure to third parties.

Social Media

Councillors using their own social media accounts (if applicable) must ensure that any comment made is clearly identified as their own and not representative of the Council.

Observation of this policy is mandatory and forms part of the terms and conditions of access to Abbotts Ann Parish Council's systems and offices. Misuse of the Facilities will be treated as gross misconduct and may be reported to the Standards Committee.