

# **IT Policy**

## **Purpose**

This policy covers the Hathern Parish Council (HPC) owned IT equipment and the use of HPC Internet and Web based applications based on the HPC Website (<https://www.hathernparishcouncil.org.uk/>).

HPC's Internet and web site facility is provided to support the organisation's legitimate business requirements.

This system is managed by a third party who is also bound by this policy when working on or using HPC Website and Internet Services.

## **All HPC Councillors and HPC Clerk**

### **Acceptable Use of the Internet**

Intentional use of HPC internet resources to access, transmit or retrieve any material or communications that are obscene, pornographic, or sexually explicit; of a discriminatory or harassing nature or which are derogatory to any individual or group; or are threatening in nature is prohibited. Any sites which require registration or payment for services relevant to HPC business must not be accessed without due authority.

Limited use of the HPC Internet email facility to send email messages for personal purposes is regarded as acceptable provided that the conditions as specified in this policy have been fulfilled. However, HPC Clerk and Councillors are advised that it is probably best practice to use their own personal email accounts whenever possible for their personal email and to confine the use of the HPC email system for HPC business use only.

### **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. In order to protect us 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.

## **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. Email addresses should be treated as confidential and care taken that private email addresses are not wrongly circulated. Email to multiple addresses outside of Councillors and the Clerk should be sent as blind copy, (bcc).

## **Non-compliance**

Indications of non-compliance with the provisions of this Policy will be investigated, as appropriate. Subject to the findings of any such investigation, non-compliance with the provisions of this Policy will lead to appropriate disciplinary action, which could include dismissal on the grounds of gross misconduct. Furthermore, publication of some materials may not only amount to a disciplinary offence, but also a criminal offence, in which case the issue will be reported to the police for them to take appropriate action.

## **HPC Clerk's Equipment**

The IT equipment, associated hardware and software provided for the HPC Clerk's use are the property of HPC. As the authorised user of this equipment the Clerk is responsible for its safe keeping and appropriate use. The Clerk must not attempt to modify or alter the hardware without the permission of the Chairman of HPC or his designated representative. Similarly, the Clerk (or other 3rd party) must not attempt to modify, delete or alter the set up of the Windows environment or any software loaded on the HPC workstation. The Clerk must not install any software, without permission. The Clerk must not make illegal copies of software for personal or third party use, or in any way violate HPC's software licence agreements.

The Clerk must not download any files, including applications and games that are not connected with their work for Hathern Parish Council.

## **HPC Clerk's Equipment Faults**

In the event of any hardware or software fault the Clerk must seek advice from the Chairman or his authorised representative.