

# Mylor Parish Council IT Policy

## Guidelines for the Responsible Use and Management of Information Technology

### 1. Introduction

This IT Policy sets out the principles, guidelines, and procedures for the effective and secure use of information technology at Mylor Parish Council. Its purpose is to ensure the protection of council information, maintain operational integrity, and support the council's responsibilities to its community. The policy is necessary to comply with Assertion 10 of the Annual Governance and Accountability Return (AGAR)

### 2. Scope

This policy applies to all employees, councillors, volunteers, contractors, and any other individuals who use Mylor Parish Council IT systems, devices, networks, and data.

### 3. Acceptable Use of IT Resources

1. IT resources are provided for council business, communication, and approved community engagement.
2. Personal use of council IT systems must be minimal and must not interfere with official duties or breach this policy.
3. Users must not use council IT systems for any illegal, unethical, or inappropriate activities, including but not limited to accessing offensive content, unauthorised software installation, or sharing confidential information without consent.

### 4. Data Protection and Confidentiality

1. All users are required to comply with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).
2. Sensitive or confidential information must be stored securely and only shared with authorised individuals.
3. Personal data must not be transferred outside the UK or EU without proper authorisation and safeguards.

### 5. Security and Access Control

1. Passwords must be strong, unique, and changed regularly. Never share passwords or login credentials.
2. Access to IT systems and data is granted based on job roles and responsibilities. Users must not attempt to bypass access controls.
3. Devices should be locked or logged off when unattended. Lost or stolen devices must be reported immediately.

### 6. Software and Hardware Management

1. Only authorised software may be installed on council devices. Installation of unauthorised or pirated software is strictly prohibited.

2. Hardware and software must be kept updated to ensure operational security.
3. IT assets remain the property of Mylor Parish Council and must be returned upon termination of employment or contract.

## 7. Email and Communication

1. Council-provided email accounts must be used for official correspondence. Personal email accounts should not be used for council business.
2. Be vigilant against phishing, spam, and suspicious attachments or links.
3. Communication must be professional, respectful, and in line with council values.

## 8. Internet and Social Media

1. Internet access is provided for council business. Usage should be appropriate and lawful.
2. Social media accounts representing the council must be managed responsibly and content must be approved by authorised personnel.
3. Personal social media use during work hours should be minimal and not interfere with council duties.

## 9. Incident Reporting

1. Any IT security incident, suspected data breach, or loss of equipment must be reported immediately to the Clerk or designated IT officer.
2. Prompt reporting enables the council to mitigate risks and comply with legal obligations.

## 10. Policy Compliance and Review

1. Breaches of this policy may result in disciplinary action, including termination of employment or contract, and possible legal action. This is applicable only to employees and/or contractors
2. This policy will be reviewed annually or as required to reflect changes in technology, legislation, or operational needs.

## 11. Acknowledgement

All users must confirm they have read, understood, and agreed to comply with this IT Policy.

### Contact Information

For any queries regarding this policy, please contact the Clerk of Mylor Parish Council.

Policy Review Dates

Version 1 - Initial Policy Adoption Date: 27/11/2025

Next Scheduled Review Date: 11/2026

Anna Pentecost  
Clerk  
Mylor Parish Council  
07762028332  
14<sup>th</sup> November 2025