

Pirton Parish Council

IT POLICY



Doc028

2026.04

1. Introduction

Pirton 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 Pirton Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Pirton 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. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Pirton Parish Council for work-related tasks. However, Pirton Parish Council acknowledges that some staff and members may be using their own personal devices. Everyone must adhere to this policy to maintain digital security.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Pirton Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

You must be careful about which Wi-Fi networks you join. Public Wi-Fi networks in coffee shops or on trains can be targeted by hackers. Always make sure you are using a trusted internet connection, which is password protected when carrying out official business.

7. Email communication

Pirton Parish Council



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Email accounts provided by Pirton 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.

8. Password and account security

Pirton Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices

Mobile devices provided by Pirton Parish Council should be secured with passcodes and/or biometric authentication.

10. Email monitoring

Pirton 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.

11. Retention and archiving

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

12. Reporting security incidents

All suspected security breaches or incidents, including email-related security incidents, should be reported immediately to the Clerk for investigation and resolution. Information Security Incidents which seriously compromise data held by Pirton Parish Council shall be escalated in the first instance to North Hertfordshire District Council, in accordance with the Information Security Incident Policy.

13. Training and awareness

Pirton Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

Pirton Parish Council



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This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the Clerk.

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

Date: _____

Signature: _____

Role: _____