



# Kings Hill Parish Council

## Acceptable Use Policy

Adopted

The Parish Council recognises that it has a legal obligation to secure confidential information. Communication mediums need to be managed effectively to ensure data is protected whilst sharing relevant information. Social media provides a medium where data is readily available, and the Parish Council has a responsibility to communicate fairly and without bias.

Parish Councillors should not use the digital technologies provided for activities that are illegal, or for other reasons, incompatible with their professional role.

### **Detailed Provisions**

This acceptable use policy covers Parish Councillors use of digital technologies within the Council i.e. email, internet, intranet and network resources, software, equipment and systems.

This policy is intended to ensure:

- That Parish Councillors will be responsible users and stay safe while using the internet and other communication technologies for educational, personal and recreational use.
- That Parish Council systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That Parish Councillors are protected from potential risk in their use of technology in everyday use.

### **Acceptable Use Policy Agreement:**

All Councillors are required to read and comply with the conditions of this policy in respect of the way in which the communications mechanisms are used. This policy includes computers and all other electronic media, the separate email account for parish council correspondence and any use by you or your own personal devices.

As a Parish Councillor, I understand that I must use Council systems in a responsible way to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

- I will only use the Parish Council's technology resources for professional purposes;

- I will only use my Parish Council's email account for Parish Council correspondence;
- I will ensure that all devices (computers, laptops, phones, etc.) are password protected;
- I understand that my personal emails are subject to Freedom of Information Requests/ Subject Access Requests if they relate to Council business or an individual and that it is a criminal offence to block the release of data
- I will not forward emails or email threads as they may contain personal data;
- I will not forward Parish Council's emails to my personal email account without the Data Controller's permission and I understand that doing so is a breach of the Data Protection Act and Computer Misuse Act.
- I will copy and paste information from an email to pass it on rather than forwarding on an email to remove the IP address from the header;
- Where possible I will avoid holding an individual's information in my home or on my own personal devices;
- I will store any personal data on behalf of the Parish Council in a locked cupboard, room or cabinet, if digital in an encrypted folder;
- I will make sure that my antivirus software and operating system is up to date;
- I will make sure my computer's firewall is turned on;
- I will inform the Data Protection Officer of any breach within 24 hours;
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach;
- I will not allow unauthorised individuals to access email/internet/intranet/network or other Parish Council's systems;
- I will ensure all documents are saved, accessed and deleted in accordance with the Parish Council's records retention and deletion policy and confidentiality protocols;
- I will not connect any computer (or similar device) to the network/internet that does not have up-to-date anti-virus software;
- I will ensure that my data is regularly backed up;
- I will not engage in any online activity that may compromise my professional responsibilities
- I understand that data protection law requires that any personal information will be kept private and confidential and will only be used for the purpose it was created/collected;

- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions
- I will ensure that when I take and/or publish images of others I will do so with their permission;
- I will not violate copyright laws
- I will not use my personal mobile phone or other devices in a meeting and during any other Parish Council business unless authorised to do so
- I will not share information supplied by the Parish Council or residents where consent has not been given
- I understand that failure to comply with this Acceptable Use Policy could lead to disciplinary action.

I confirm, I have read and understand the above and agree to use Kings Hill Parish Council's digital technology systems and my own devices within these guidelines.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_