

# Bredfield Parish Council Information

## Technology Policy and Guidelines

Bredfield Parish Council parish council recognises the importance of effective and secure information technology and email usage supporting operations and communications. This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees and volunteers.

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

### 1. Scope

This policy applies to all individuals who use Bredfield Parish Council's IT resources, including computers, software, devices, data, and email accounts.

### 2. Acceptable use of IT resources and email

Bredfield Parish Council IT resources and email accounts are to only be used for official council-related activities and tasks. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

### 3. Device and software usage

Bredfield Parish Council provides the Parish Clerk with a laptop, software, applications and a printer. This equipment must only be used for Parish Council related tasks. Unauthorised installation of software, including personal software, is strictly prohibited due to security concerns.

### 4. Data management and security

All sensitive and confidential Bredfield parish council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss.

### 5. Email communication

Email accounts provided by Bredfield 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.

### 6. Password and account security

Bredfield 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.

### 7. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements

## 8. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the Parish Council. Report any email related security incidents or breaches to the IT provider immediately.

## 9. Training and Awareness

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

## 10. Policy Review

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

This Policy was adopted on: 29<sup>th</sup> September 2025

Next review date: September 2026