BRADWELL PARISH COUNCIL

POLICY	IT Policy
VERSION	1.0
LAST REVIEWED	24 January 2026

1. Policy statement

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

2. Acceptable use of IT resources and email

Bradwell Parish Council's IT resources and email accounts are to 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

Where possible, authorised devices, software, and applications will be provided by Bradwell parish council for work-related tasks.
Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

4. Data management and security

All sensitive and confidential 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.

5. Email communication

5.1 Email accounts provided by the 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.

5.2 Councillors should be aware that any communications can be used as part of a Freedom of Information request.

5.3 Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links

6. Password and account security

Bradwell 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.Email monitoring

Bradwell 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

8.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.

9.Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

10. Training and awareness

10.1 Regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates can be made available to staff and councillors should the need arise.

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

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