



IT Policy

1. Introduction

Chesham Bois 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 councillors and staff.

2. Scope

This policy applies to all individuals who use Chesham Bois parish council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Chesham Bois parish council 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.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Chesham Bois parish council for work-related tasks.

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 Chesham Bois 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.

5.1. GDPR and FOI Compliance

Chesham Bois Parish Council complies with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Freedom of Information Act 2000. Data subjects may request access to their personal data by contacting the Clerk. The Council has designated the Clerk as the responsible officer for data protection matters.

5.2. Reporting Security Incidents

All suspected security breaches must be reported immediately to the Clerk. This includes:

- Lost devices
- Phishing attempts
- Shared passwords
- Unauthorised access

6. Network and internet usage

Chesham Bois parish council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation of copyright holder is prohibited.

7. Email communication

Email accounts provided by Chesham Bois Parish Council are for official communication only. Emails should be professional and respectful. Confidential or sensitive information must not be sent via email unless it is encrypted. Users must be cautious with attachments and links to avoid phishing and malware. All external email communication on behalf of Chesham Bois Parish Council should be sent via the Clerk.

Councillors and staff should 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

Chesham Bois 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 and remote Work

Mobile devices provided by Chesham Bois Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Website and social media

See Social Media and Electronic Communication Policy.

11. Email monitoring

Chesham Bois 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.

12. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails.

13. 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 Clerk immediately.

14. Training and awareness

Chesham Bois Parish Council will provide regular training resources to educate users about IT security best practices, privacy concerns, and technology updates.

15. Compliance and consequences

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

16. 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.

17. Contacts

For IT-related enquiries or assistance contact the Clerk.

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

Date of Policy: 12th January 2026

Approved by: Full Parish Council

Policy Version: 2.0

Supersedes: Version 1.0 September 2025

Next review: January 2027