

WOOLAVINGTON PARISH COUNCIL

IT Policy

1. Introduction

Woolavington 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. Statement of Purpose

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

3. Acceptable use of IT resources and email

Woolavington 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 appropriate, authorised devices, software, and applications will be provided by Woolavington Parish Council for Parish Council 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 Woolavington Parish Council electronic data shall be stored and transmitted securely using approved methods. Regular electronic data backups shall be performed to prevent data loss, and secure electronic data destruction methods shall be used in accordance to the Woolavington Parish Council Document & Data Policy¹.

Approved:	
Name & Role:	Alan Sharp Chair
Date:	20th Jan 2026

6. Network and internet usage

Woolavington Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Woolavington 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

Woolavington 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 working

Mobile devices provided by Woolavington 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. Email monitoring

Woolavington 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 deletion

All electronic data including emails shall follow the Woolavington Parish Council Document & Data policy¹ in terms of retention periods and deletion practice.

12. Reporting security incidents

All suspected security breaches or incidents including any email related issues should be reported immediately to the Parish Clerk for investigation and resolution.

13. Training and awareness

Woolavington 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

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 Parish Clerk.

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

References:

- 1) WPC-POL-20260004 Issue 1 Woolavington Parish Council Document & Data Policy