

PRESTON PATRICK PARISH COUNCIL

Digital and IT Policy

Reviewed and Adopted on 26th May 2026

1. Purpose

This policy sets out how the Parish Council manages and uses its digital systems, IT equipment, and online services.

2. Scope

Applies to all councillors, staff, volunteers, contractors, and all devices used for council business.

3. Acceptable Use

Council systems must be used only for legitimate council business. Users must not install unauthorised software or access inappropriate content.

4. Security Requirements

Devices must be password-protected, updated, and protected with antivirus software. Sensitive data must be encrypted.

5. Email and Communication

Council email accounts must be used for official business. Communications must be professional.

6. Personal Devices (BYOD)

Personal devices may be used only if secure, password-protected, and storing council data only in approved systems.

7. Website and Digital Services

The Council ensures its website is accessible, accurate, and compliant with transparency regulations.

8. Incident Reporting

Users must report IT issues, suspected breaches, or suspicious activity immediately.

9. Training

The Council will provide training on cybersecurity, data protection, and digital best practice.

10. Review

Reviewed every two years or sooner if required.