



FOWLMEERE PARISH COUNCIL

INFORMATION TECHNOLOGY (IT) POLICY

This Information Technology (IT) Policy was adopted by Fowlmere Parish Council on 15th July 2025.

It is to be reviewed annually which is notated at the end of this document.

1. Introduction

Fowlmere Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

It is noted that from 2025/2026 having an IT Policy in place will be a requirement of “assertion 10” of the AGAR. Further information on this can be found in the practitioners guide 2025 on the NALC website.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors. By adhering to this IT and Email Policy, Fowlmere Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

2. Scope

This policy applies to all councillors, employees, volunteers, and contractors who use Fowlmere Parish Council’s IT resources.

This includes but is not limited to computers, tablets, smartphones, networks, software, data, email accounts, the Councils website and video conferencing and messaging platforms.

Where personal devices are used for council business under Bring Your Own Device (BYOD) provisions, that use also falls under the scope of this policy.

3. Acceptable use of IT resources and email

Fowlmere Parish Council IT resources and email accounts are only 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 Fowlmere Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is not permitted due to security concerns.

5. Use of Personal Devices (BYOD)

Devices must be protected by strong passwords, encryption (where possible), and up-to-date antivirus software.

Council data must be kept separate from personal data using dedicated apps or storage areas.

6. Email communication

Email accounts provided by Fowlmere 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. Care must be taken with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

7. Use of Personal Email Addresses

The use of personal email accounts for council business is not permitted.

All council correspondence must be conducted through official council-provided email addresses.

Emails from council-owned domains must not be forwarded to personal email addresses.

All council emails will be stored in compliance with the GDPR and Freedom of Information requirements.

8. Data management

All processing of personal data shall comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Data is stored securely, with access granted only to authorised personnel based on necessity.

Cloud data storage subscriptions should be maintained to provide data backup and prevent data loss.

Secure data destruction methods should be used when necessary.

The Clerk is the designated Data Protection Officer (DPO).

9. Password and account security

Fowlmere 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, and multi-factor authentication must be used when available.

10. Network and internet usage

Fowlmere 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 not permitted.

11. Mobile devices and remote Work

Mobile devices provided by Fowlmere 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.

12. Email monitoring

Fowlmere 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.

13. 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.

14. Reporting security incidents

All suspected security breaches or incidents **must** be reported immediately to the Clerk for investigation and resolution..

A data breach is a security incident that results in the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

Examples include but are not limited to:

- Loss or theft of devices containing personal data.
- Unauthorised access to council email accounts or files.
- Sending personal data to the wrong recipient.
- Malware or ransomware attacks compromising council system.

Any email-related security incidents or breaches must be reported to the DPO immediately for investigation.

15. Training and awareness

Fowlmere Parish Council has access to a wide range of training courses via its membership of CAPALC.

Where Councillors have a professional expertise in areas of IT some training may be offered in house.

Programmes of available and upcoming courses will be circulated regularly.

It is the individual Councillors responsibility to make themselves available for training.

16. Compliance and consequences

All staff and councillors are responsible for the safety and security of Fowlmere Parish Council's IT and email systems.

17. Policy review

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



FOWLMERE PARISH COUNCIL

INFORMATION TECHNOLOGY (IT) POLICY ADOPTION AND REVIEW PAGE

This Information Technology (IT) Policy was adopted by Fowlmere Parish Council on 15th July 2025.

Review Date	Reviewed by	Review accepted by Full Council
19th May 2026	Full Council	19th May 2026
next review May 2027		