



## **IT POLICY**

| <b>Date Adopted:</b> | <b>Minute Ref:</b> | <b>Review Cycle:</b> |
|----------------------|--------------------|----------------------|
| <b>23.09.25</b>      | <b>25.45</b>       | <b>Annually</b>      |

### **1. Purpose**

This policy sets out how the council manages its digital systems, information, and communication tools to ensure security, transparency, and compliance with legal responsibilities.

### **2. Who This Policy Applies To**

- Councillors
- The Clerk and Council staff
- Contractors and volunteers using council systems

### **3. Email and Communication**

- All council business must be conducted using official council email addresses.
- Personal email accounts must not be used for council matters.
- Email passwords must be strong and changed regularly.
- The clerk will manage the email accounts.
- Email accounts will be suspended when a councillor resigns and deleted within one month.

### **4. Data Protection**

- Personal and sensitive data must only be stored on council-approved systems.
- No personal data should be saved on personal devices without written permission from the Clerk.
- The council's Data Protection Policy must be followed at all times.

### **5. Website and Accessibility**

- The council website must comply with WCAG 2.2 AA standards.
- Required documents and information must be published and kept up to date.
- The Clerk will be responsible for website management. A named councillor will have access and will perform regular checks of the website. Councillor to be nominated at the AMPC.

### **6. Cybersecurity**

- All devices used for council business must have up-to-date antivirus software and security updates.
- Two-factor authentication should be enabled wherever possible.
- Councillors and staff must report any suspicious emails or IT issues immediately to the clerk.

### **7. Social Media and Public Communication**

- Only the Clerk or Chair, or other nominated councillor may post on official council social media accounts.

- Personal opinions must not be shared on official platforms.
- Social Media posts are for information only, and not a platform for discussion.
- Councillors or clerk will not enter into any correspondence by means of social media platforms.
- No councillor should post on social media platforms on behalf of the council via their personal account, unless requested to do so by the clerk.

## **8. Training and Review**

All councillors and staff will have the opportunity of annual training on IT security and data protection via ChALC

This policy will be reviewed annually, or sooner if required.