LANREATH PARISH COUNCIL

IT POLICY

Version Number	Date Proposed	Date Reviewed	Date Approved
1	17 March 2026	17 March 2026	17 March 2026
2	20 October 2026	20 October 2026	20 October 2026

1. Introduction

Lanreath Parish Council ("LPC") 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, employees, and contractors.

2. Scope

This policy applies to all individuals who use LPC's IT resources, or their own resources to include computers, software, mobile devices, data, and email accounts.

3. Acceptable uses of IT resources and email

LPC IT resources and email accounts are to be used for official Council-related activities and tasks. Some limited personal use will be permitted, provided it does not interfere with work responsibilities or breach the terms 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 possible authorised devices, software, and applications will be provided by LPC. Where not possible, Councillors and employees will use their own devices, which will be subject to the terms of this policy in so far as they are used in the execution of LPC business/duties.

5. Data management and security

All confidential LPC data to be stored and transmitted securely. Regular data backups to be performed to prevent data loss, and secure data destruction methods to be used when necessary.

6. Email communication

Email accounts provided by LPC are for official communications. This ensures that confidential information is handled in a controlled environment with appropriate security measures. It provides a clear record of communications, which is essential for transparency and accountability. This ensures that all LPC-related communications are accessible for review, if needed, and provides an audit trail. This also makes Data Subject Access and Freedom of Information requests easier to manage.

Emails should be professional and respectful in tone. Confidential information must not be sent via email unless encrypted.

Exercise caution with attachments and links sent via email, always verify the source before opening any attachments or clicking on links – to avoid phishing, malware, and ransomware.

7. Password and account security

Councillors and employees are responsible for maintaining the security of their devices when conducting Council business/duties. Passwords should be strong and not shared with others. Regular password changes are encouraged, as is two step verification.

8. Mobile devices and remote working

When working remotely all devices used to conduct LPC business/duties should be secured with passcodes and/or biometric authentication.

9. Email monitoring

LPC reserves the right to monitor email communications to ensure compliance with this policy and any relevant laws. Monitoring would be conducted in accordance with the Data Protection Act and GDPR.

10. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Maintain an organised inbox by regularly reviewing and deleting unnecessary emails.

11. Reporting security incidents

If a security breach has occurred, including any email-related incident, this must be reported immediately to the Parish Clerk for investigation and resolution.

12. Training and awareness

LPC will source regular training for users about IT security best practices, privacy concerns, and technology updates.

13. Compliance and consequences

Breach of this policy may result in suspension of IT privileges and further consequences – as deemed appropriate by LPC.

14. Policy review

This policy will be reviewed annually and updates may be made to ensure compliance with emerging technology trends and security measure.

15. IT-related enquiries or assistance

The Clerk and Councillors are responsible for the safety and security of LPC IT and email systems. By adhering to this IT policy LPC aims to maintain a secure and efficient IT environment that supports Councillors and employees in conducting their business and duties.

This policy is to be reviewed annually