



WONSTON PARISH COUNCIL

IT POLICY

MAY 2025

1. Introduction

Wonston Parish Council understands how important it is to use information technology (IT) well and safely to help our business, operations, and communications. This policy outlines the rules and responsibilities for how we all should use the council's IT resources, whether we're council members, employees, volunteers, or contractors.

2. Scope

This policy applies to everyone who uses the Wonston Parish Council's IT resources, including computers, networks, software, devices, and data. We're talking about access to .gov.uk email addresses and any digital storage we have.

3. Using IT Resources:

Let's make the most of our IT resources! When we use them for official council work, we should keep personal use to a minimum and avoid any interference with our council responsibilities. Remember, we all need to follow ethical standards, respect copyright and intellectual property rights, and steer clear of inappropriate or offensive content.

4. Device and Software Usage:

Where appropriate Wonston Parish Council will provide us with authorised devices, software, and applications for our work. If you want to install your own software on an authorised device, including personal software, please note that this is strictly prohibited due to security concerns.

5. Data Management and Security

Our sensitive and confidential data is precious, so we need to store and transmit it securely using approved methods. Regular data backups are essential to prevent data loss, and we should use secure data destruction methods when necessary.

6. Network and Internet Usage

Downloading and sharing copyrighted material without proper authorisation is not allowed.

7. Email Communication

Our email accounts are for official communication only. Please use email signatures and keep your emails professional and respectful. Be cautious when opening email attachments or clicking on links to avoid phishing and malware threats.

8. Password and Account Security

As responsible users, we're all in charge of keeping our accounts and passwords secure. Strong passwords are a must, and please don't share them with others. Regular password changes are also a good idea to enhance security.

9. Mobile Devices and Remote Work

If you have a mobile device provided by the Wonston Parish Council, please make sure to secure it with a passcode or biometric authentication.

10. General Security

We're here to keep your IT stuff safe and sound. If you spot any security breaches or incidents, please let our IT team know ASAP.

We're also committed to educating you about IT security best practices, privacy concerns, and the latest tech updates. Wonston Parish Council will provide regular access to resources to help you stay informed.

Now, let's talk about compliance and consequences. If you break this IT policy, your IT privileges might be suspended, and we may take other actions as needed.

We'll regularly review this policy to make sure it's still relevant and effective. We'll update it as needed to keep up with the latest tech trends and security measures.

If you have any questions or need help with anything, don't hesitate to reach out to Cllr Rob Parker. All our staff and councillors are responsible for the safety and security of our IT resources.

By following this IT policy, we can create a secure and efficient IT environment that supports our functions. Let's work together to keep our IT stuff safe and sound!

20th May 2025