

Over Haddon Parish Council - IT Policy

Purpose

This policy explains how Over Haddon Parish Council manages its information technology resources. The council operates a small IT environment consisting of a council laptop and an official council email account used by the Clerk.

Scope

- The Parish Clerk, who is the primary user of council IT equipment.
- Parish councillors when handling council information.
- The council does not operate a shared server and councillors do not have direct access to council IT systems.

Council Equipment

- The council laptop is used solely for parish council business.
- The Clerk is responsible for keeping the laptop secure.
- The laptop must be protected with a password and kept updated with security updates.
- The device must not be used by unauthorised individuals.

Council Email

- The Clerk uses the official council email account for council correspondence.
- Emails that form part of council records should be retained.
- Councillors have their own individual parish council email addresses to use for parish council business

Security and Passwords

- Passwords must not be shared.
- Passwords should be strong and kept securely.
- Where available, **two** factor authentication should be enabled.

Data Storage and Backup

- Council documents should be organised on the council laptop.
- Regular backups should be maintained using secure storage such as an external drive or approved cloud service.

Incident Reporting