

# WINKLEIGH PARISH COUNCIL COMUTER AND TELEPHONE MISUSE POLICY

This procedure is a document that sets out Winkleigh Parish Councils approved and agreed practices. Any deviation must be by resolution of the full Council.

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## Contents

Document Control

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Document Amendment History

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|    |  |           |
|----|--|-----------|
| 1  | Purpose  | 3         |
| 2  | Scope  | 3         |
| 3  | General  | 3         |
| 4  | Ownership  | 3         |
| 5  | Installation                                     | 3         |
| 6  | Training   | 3         |
| 7  | Use Of Computer Equipment, Software And Services | 3         |
| 8  | Legal Implications                               | 4         |
| 9  | Computer Security                                | 5         |
| 10 | Risk Management And Insurance                    | 6         |
| 11 | Internet Access And Electronic Mail              | 6         |
| 12 | Probity  | 7         |
| 13 | Support  | 7         |
| 14 | Consumables                                      | 7         |
|    | <b>Error! Bookmark not defined.</b>              | <b>Er</b> |
| 15 | Health And Safety                                | 7         |
| 16 | Data Use   | 7         |

## 1 Purpose

This document formalises how ICT and associated equipment should be used by Councillors, people employed by Winkleigh Parish Council.

## 2 Scope

Computer equipment, software, data access and services provided by Winkleigh Parish Council for use in conducting Council business is supplied on the following terms and conditions as set out below.

## 3 General

- 3.1 These Conditions of Use may be modified from time to time, in response to changing circumstances of an operational, legislative or technological nature.
- 3.2 Periodic checks may be made by Internal Audit or Parish Clerk to ensure compliance with these conditions. Where required to do so you must disclose passwords for this purpose.

## 4 Ownership

- 4.1 The computer equipment, software, data access and services provided are the property of Winkleigh Parish Council. The equipment shall be recorded in the inventory of IT equipment and software, which is maintained by the Clerk. They are provided for the duration of your work with the Council.
- 4.2 At the end of that period services provided will be terminated and computer equipment and software must be returned to Winkleigh Parish Council Clerk in full working condition.
- 4.3 If equipment has been lost or damaged whilst on loan, a charge may be made for its replacement or repair.

## 5 Installation

- 5.1 The equipment, software and services will be prepared for your use by the Clerk of Winkleigh Parish Council.
- 5.2 Winkleigh Parish Council will be responsible for supplying the equipment and any leads necessary to operate the equipment.

## 6 Training

- 6.1 It is the responsibility of the Clerk and Chair to ensure that every Councillor and member of staff working on Winkleigh Parish Council Systems has been given sufficient training to use the systems.

## 7 Use Of Computer Equipment, Software And Services

## WPC COMPUTER AND TELEPHONE MISUSE POLICY

- 7.1 The equipment, software and services are provided for use in respect of Winkleigh Parish Council business. In making use of the facilities provided you are required to comply with Winkleigh Parish Council policy and guidelines with respect to the use of Information Communications Technology. These include, but are not limited to:
- 7.1.1 Financial Regulations
  - 7.1.2 The Information Security Policy
  - 7.1.4 The Council's Personnel Policies and Procedures
- 7.2 The relevant policies will have been supplied to you and are available on the Winkleigh Parish Council website. If you cannot find a policy, ask the Clerk.
- 7.3 Private use of the ICT facilities provided is not allowable.
- 7.4 Winkleigh Parish Council accepts no liability for any consequences (including financial or other loss) which may arise through private use of the facilities provided. You should also note that the security of private information and data is your responsibility. You are advised that simply deleting files does not permanently remove them from a computer.
- 7.5 Access to the Internet may be provided by Winkleigh Parish Council. You should be aware that the Internet contains potentially offensive material.
- 7.6 Winkleigh Parish Council accepts no liability for any offence, injury or consequences that may result from your use of the Internet and its associated facilities. See section 8 for more detail.
- 7.7 You are also reminded of your responsibility of probity (see section 9 below).

### 8 Legal Implications

- 8.1 Winkleigh Parish Council must comply with all UK legislation with respect to the use of ICT. In using Winkleigh Parish Council facilities you must do likewise. You may be held personally liable for any breach of current legislation and any future legislation that may be enacted:
- 8.2 Examples of current legislation include, but are not limited to:
- 8.2.1 **Data Protection Act 1998 and GDPR 2018**
  - 8.2.2 **General Data Protection Regulations**
  - 8.2.3 **Copyright Designs and Patents Act 1988**
  - 8.2.4 **Computer Misuse Act 1990**
  - 8.2.5 **Obscene Publications Act 1959**
  - 8.2.6 **Freedom of Information Act 2000**
- 8.3 It is your responsibility to ensure that your use of any personal information complies with the provisions of the Data Protection legislation.
- 8.4 The transmission of personal information contained within electronic mail or as an attachment to electronic mail is also subject to the provisions of the **Data Protection Act**.

- 8.5 Personal information must not be sent over the internet without consent.
- 8.6 Printed reports must be disposed of with regard to the sensitivity of the information concerned and all material making reference to personal data must be disposed of in accordance with Winkleigh Parish Council's policies and procedures.
- 8.7 Please also be aware that no unauthorised disclosure of information is permitted and all requests for access to personal data must be referred to the Clerk.
- 8.9 The use, or possession, of unlicensed copies or "pirated" versions of software is illegal and is expressly prohibited under the Copyright Designs and Patents Act and Winkleigh Parish Council policy.
- 8.10 The use of equipment must be in compliance with all relevant legislation.
- 8.11 For specific guidance, please contact the Clerk

### **9 Computer Security**

- 9.1 The Information Security Policy must be complied with at all times, with the following sub policies being of utmost important to third party staff.
  - 9.1.2 Information Security Policy
  - 9.1.3 Removable Media
  - 9.1.4 Data Protection Policy
- 9.2 Fundamental sections of the sub policies state that:
  - 9.2.1 All Passwords should conform to the password policy contained within the Information Security policy.
  - 9.2.2 Information concerning Winkleigh Parish Council's computer security arrangements and access methodologies must not be divulged to unauthorised persons.
  - 9.2.3 The use of all media (e.g. floppy disks, CDs, Memory Sticks) must conform to the media policy, and must be checked for viruses before use.
  - 9.2.4 Where a virus is suspected/detected, the matter must be reported to the Clerk immediately. Until virus repair is affected, an infected device must not be used.
  - 9.2.5 Virus repair must be undertaken only by or under the guidance of The Clerk.
  - 9.2.6 Software or programs (including screen savers and wallpaper), must not be downloaded from the Internet or installed from removable media. This includes programs or software available for trial purposes or those that are free of charge.
  - 9.2.7 No software can be loaded onto Winkleigh Parish Council ICT equipment, except by the Clerk.

## WPC COMPUTER AND TELEPHONE MISUSE POLICY

- 9.2.8 Data stored on portable IT equipment must be backed-up on a regular basis.
- 9.2.9 Where information is kept on portable media, such as flash drive, then such media must be kept securely when not in use.
- 9.2.11 Where stolen equipment and/or software are recovered; or where it is suspected that equipment or software have been tampered with, they must returned to Clerk for testing prior to re-use.

### **10 Risk Management And Insurance**

- 10.1 As part of its risk management and risk financing arrangements, the Council maintains insurance on the equipment provided to you, including cover against the perils of theft, accidental damage, malicious damage and fire.
- 10.2 All computer equipment must be secured from theft or unauthorised use as far as is practical.
- 10.3 If you travel with a device or other equipment, it should not be left in an unattended vehicle unless there is no other option, in which case it should be secured out of sight in the boot. There is no insurance cover for losses arising from unlocked vehicles, hotel rooms or other unsecured situations. Therefore, you should be especially careful when taking a laptop away from Council offices, as you will be liable for any such loss.
- 10.4 Any loss of, or damage to, the equipment should be reported as soon as possible to the Clerk in the first instance and any criminal damage should be reported to the Police.
- 10.5 Any loss of personal data as the result of loss or theft of equipment shall be reported to the Council and Information Commissioners Office (ICO)

### **11 Internet Access and Electronic Mail**

- 11.1 Internet access, electronic mail, electronic diaries and associated services may be made available for your use, if required in connection with Council business.
- 11.2 The policy for Acceptable use of the Internet must be adhered to at all times.
- 11.3 You will be provided with an official Council electronic mail address. You are requested to monitor and manage your electronic mail and calendar on a regular basis.
- 11.5 In accordance with the Telecommunications (lawful business practice) Interception of communications regulations, the Council may lawfully view and monitor all email created, sent, forwarded, received or saved on the corporate email system without prior notice, and reserves the right to do so. You are therefore advised to think carefully before the facilities provided are used to communicate personal or sensitive information. The nature and content of electronic mail should be considered carefully and treated in the same way you would conventional mail.

## WPC COMPUTER AND TELEPHONE MISUSE POLICY

- 11.6 The Council may also lawfully view and monitor all internet access and reserves the right to do so.
- 11.7 You are reminded that Council facilities may only be used for lawful purposes. Viewing or transmission of any material which may be regarded as offensive or in violation of any UK law or legislation is not permitted. Such material may include copyright material, material judged to be threatening, pornographic, obscene or sexually explicit and material protected by trade secret.

### **12 Probity**

- 12.1 All officers and members are reminded that you are bound by the National Code of Local Government Conduct and that the general principles contained within the Code also apply to specific instances, such as the use of the Internet, Intranet or e-mail. You should ensure that your conduct accords with the requirements of the National Code and that of Winkleigh Parish Council's Code of Conduct.
- 12.2 Any allegations of breach of the Code will be referred to the Clerk for investigation.

### **13 Support**

- 13.1 Any computer equipment or software problems which occur should be reported to the Clerk during normal working hours. This will ensure that the problem is tracked and concluded as quickly as possible.
- 13.2 No support will usually be provided outside of normal working hours.
- 13.3 In the event that the equipment suffers a complete hardware malfunction, Winkleigh Parish Council will be responsible for putting the equipment back to the condition in which it was first supplied. Winkleigh Parish Council will also reinstate, in so far as is reasonable and possible, information and data secured from the most recent back-up.

### **15 Health and Safety**

- 15.1 In the interests of health and safety, you are advised to adhere to the following recommendations for the safe use of personal computer equipment:
- 15.1.1 Sit in a chair that gives you good back support to avoid backache
  - 15.1.2 Position the screen in front of you to avoid twisting
  - 15.1.3 Regularly look away from the screen to reduce eye strain
- 15.2 If you have been provided with a "laptop/tablet" computer, you should avoid using it on a low table or on your lap as both of these positions will increase strain on your neck and lower back.
- 15.3 If you have any concerns relating to the safe use of your computer equipment, please contact the Health and Safety Officer.

### **16 Data Use**

## WPC COMPUTER AND TELEPHONE MISUSE POLICY

- 16.1 Any data that is available to be accessed must only be used for Winkleigh Parish Council purposes and must not be transferred to any third party or other employers without the explicit agreement of the relevant Head of Service.

### 17 Schedule Of Equipment Software And Services

Equipment: [Inventory/Asset] Number:

Software:

Services:

### 18 DECLARATION

I confirm that:

I have received the equipment, software and services specified above

I agree to abide by the terms and conditions of use as set out above.

**Signed** ..... **Date** .....

Name (please print) .....