Loddon Parish Council Data Usage Policy

Loddon Parish Council is committed to establishing and maintaining the security and confidentiality of information held by the Parish Council. This applies to all information held by staff, councillors, volunteer and any individuals/organisation under contract to the Council. This includes information written or printed on paper, stored electronically, transmitted by post or electronic means, shown on films, or spoken in conversation.

Computer Access Control – Individual's Responsibility
Access to the Loddon Parish Council IT systems is controlled by the use of User IDs and, passwords. LPC's user ID and password are assigned to the two employees of LPC and consequently, these individuals are accountable for all actions on the Loddon Parish Council's IT systems. Councillors using private shared computers, laptops, tablets and/or mobile devices to access LPC information must take all reasonable steps to ensure the confidentiality and security of LPC information as they would for their own personal information.

Individuals must not:
• Allow anyone else to use their user ID and password on any Loddon Parish Council IT system.
• Leave their user account logged in at an unattended and unlocked computer.
• Use someone else's user ID and password to access Loddon Parish Council's IT systems
• Leave the password unprotected (for example writing it down).

• Perform any unauthorised changes to Loddon Parish Council's IT systems or information.
• Attempt to access data that they are not authorised to use or access.
• Exceed the limits of their authorisation or specific business need to interrogate the system or data.
• Connect any non-Loddon Parish Council authorised device to the Loddon Parish Council network or IT systems.
• Store Loddon Parish Council data on any non-authorised Loddon Parish Council equipment.
• Give or transfer Loddon Parish Council data or software to any person or organisation. outside Loddon Parish Council, or to store on any unauthorised device which is outside of LPC IT systems without the authority of Loddon Parish Council. Where such authority is given the storage of any data shall be for a period not exceeding 18 months.
  • Employees understand the extent and limits of their authority with regard to IT systems and data

Internet and email Conditions of Use
Use of Loddon Parish Council internet and email is intended for business use. Personal use is permitted where such use does not affect the individual's business performance, is not detrimental to Loddon Parish Council in any way, not in breach of any term and condition of employment and does not place the individual or Loddon Parish Council in breach of statutory or other legal obligations.

All individuals are accountable for their actions on the internet and email systems. Individuals must not:

• Use the internet or email for the purposes of harassment or abuse.
• Use profanity, obscenities, or derogatory remarks in communications.
• Access, download, send or receive any data (including images), which Loddon Parish Council considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
• Use the internet or email to make personal gains or conduct a personal business.
• Use the internet or email to gamble.
• Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
• Place any information on the Internet that relates to Loddon Parish Council, alter any information about it, or express any opinion about Loddon Parish Council, unless they are specifically authorised to do this.
• Send unprotected sensitive or confidential information externally.
• Forward Loddon Parish Council mail to personal email accounts (for example a personal Hotmail account).
• Make official commitments through the internet or email on behalf of Loddon Parish Council unless authorised to do so.
• Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without appropriate approval.
• In any way infringe any copyright, database rights, trademarks or other intellectual property.
• Download any software from the internet without prior approval of the Parish Council .
• Connect Loddon Parish Council devices to the internet using non-standard connections.

Clear Desk and Clear Screen Policy
In order to reduce the risk of unauthorised access or loss of information, Loddon Parish Council enforces a clear desk and screen policy as follows:

• Personal or confidential business information must be protected using security features provided, for example, secure print on printers.
• Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.
• Care must be taken to not leave confidential material on printers or photocopiers.
• All business-related printed matter must be disposed of using confidential waste bins or shredders.

Working Off-site
It is accepted that laptops and mobile devices will be taken off-site. The following controls must be applied:

• Working away from the office must be in line with Loddon Parish Council remote working policy

- Equipment and media taken off-site must not be left unattended in public places and not left in sight in a car
- Laptops must be carried as hand luggage when travelling
- Information should be protected against loss or compromise when working remotely (for example at home or in public places). Laptop encryption must be used
- Particular care should be taken with the use of mobile devices such as laptops, mobile phones, smartphones and tablets. They must be protected at least by a password or a PIN and, where available, encryption

Mobile Storage Devices

Mobile devices such as memory sticks, CDs, DVDs and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only Loddon Parish Council authorised mobile storage devices with encryption enabled must be used, when transferring sensitive or confidential data.

Software

Employees must use only software that is authorised by Loddon Parish Council on Loddon Parish Council's computers. Authorised software must be used in accordance with the software supplier's licensing agreements. All software on Loddon Parish Council computers must be approved and installed by the Loddon Parish Council or an approved contractor. Individuals must not:

- Store personal files such as music, video, photographs or games on Loddon Parish Council IT equipment.

Viruses

Loddon Parish Council has implemented automated virus detection and virus software updates within Loddon Parish Council. All PCs have antivirus software installed to detect and remove any virus automatically. Individuals must not:

- Remove or disable anti-virus software.
- Attempt to remove virus-infected files or clean up an infection, other than by the use of approved Loddon Parish Council anti-virus software and procedures.

Telephony (Voice) Equipment Conditions of Use

Use of Loddon Parish Council voice equipment is intended for business use. Individuals must not use Loddon Parish Council's voice facilities for sending or receiving private communications on personal matters, except in exceptional circumstances. All non-urgent personal communications should be made at an individual's own expense using alternative means of communications. Individuals must not:

- Use Loddon Parish Council's voice for conducting private business.
- Make hoax or threatening calls to internal or external destinations.
- Accept reverse charge calls from domestic or International operators, unless it is for business use.

Actions upon Termination of Contract

All Loddon Parish Council equipment and data, for example laptops and mobile devices including telephones, smartphones, USB memory devices and CDs/DVDs, must be returned to Loddon Parish Council at termination of contract.

All Loddon Parish Council data or intellectual property developed or gained during the period of employment remains the property of Loddon Parish Council and must not be retained beyond termination or reused for any other purpose.

Monitoring and Filtering

All data that is created and stored on Loddon Parish Council computers is the property of Loddon Parish Council and there is no official provision for individual data privacy, however wherever possible Loddon Parish Council will avoid opening personal emails. IT system logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. Loddon Parish Council has the right (under certain conditions) to monitor activity on its systems, including internet and email use, in order to ensure systems security and effective operation, and to protect against misuse.

Any monitoring will be carried out in accordance with audited, controlled internal processes, the UK Data Protection Act 1998, the Regulation of Investigatory Powers Act 2000 and the Telecommunications (Lawful Business Practice Interception of Communications) Regulations 2000. This policy must be read in conjunction with:

• Computer Misuse Act 1990
• Data Protection Act 1998

It is your responsibility to report suspected breaches of security policy without delay to the Parish Council.

All breaches of information security policies will be investigated. Where investigations reveal misconduct, disciplinary action may follow in line with Loddon Parish Council's disciplinary procedures.

Approved May 2017