

Lanhydrock Parish Council Information Security Policy

This Information Security Policy covers the security and use of all Lanhydrock Parish Council's information and IT equipment. It also includes the use of email, internet and mobile IT equipment. This policy applies to all Lanhydrock Parish Council's employees, contractors and agents (hereafter referred to as 'individuals').

This policy applies to all information, in whatever form, relating to Lanhydrock Parish Council's own business and to all information handled by Lanhydrock Parish Council relating to other organisations with whom it deals.

Computer Access Control – Individual's Responsibility

Apart from in exceptional circumstance, access to Lanhydrock Parish Council's laptop is restricted to the Clerk, who is accountable for all actions on Lanhydrock Parish Council's laptop.

Individuals must not:

- Perform any unauthorised changes to Lanhydrock Parish Council's laptop 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.
- Give or transfer Lanhydrock Parish Council data or software to any person or organisation outside Lanhydrock Parish Council without the authority of Lanhydrock Parish Council.

Internet and email Conditions of Use

Use of Lanhydrock 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 Lanhydrock Parish Council in any way, not in breach of any term and condition of employment and does not place the individual or Lanhydrock 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 Lanhydrock 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 Lanhydrock Parish Council, alter any information about it, or express any opinion about Lanhydrock Parish Council, unless they are specifically authorised to do this.
- Make official commitments through the internet or email on behalf of Lanhydrock 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.

Mobile Working

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

- 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.
- 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 biometric security.

Viruses

Lanhydrock Parish Council's laptop has antivirus software installed to detect and remove any virus automatically.

Individuals must not remove or disable anti-virus software.

Actions upon Termination of Contract

All Lanhydrock Parish Council equipment and data, for example the laptop, CDs, external hard drive, printer and laptop case, must be returned to Lanhydrock Parish Council at termination of contract.

All Lanhydrock Parish Council data or intellectual property developed or gained during the period of employment remains the property of Lanhydrock 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 Lanhydrock Parish Council's laptop is the property of Lanhydrock Parish Council and there is no official provision for individual data privacy, however wherever possible Lanhydrock Parish Council will avoid opening personal emails.

Investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. Lanhydrock 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

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

Adopted by Lanhydrock Parish Council: 18th May 2020/ Reviewed: 15th April 2024

