

STAVERTON PARISH COUNCIL

Policy 023

Staverton Parish Council IT & E-Mail Policy

Introduction

- a. Staverton Parish Council recognises the importance of effective and secure Information communication technology (IT) and email usage in supporting its business, operations, and communications.
- b. This policy outlines the guidelines and responsibilities for the appropriate use of the email address and email server by council members and employees.

Scope

- c. This policy applies to all individuals who use Staverton Parish Council's data, and email accounts.

Acceptable use email

- d. Only Staverton Parish Council email accounts are to be used for official council-related activities and tasks. Staverton Parish Council understands unintentional personal use of an SPC email account may rarely occur. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing material which may be considered inappropriate or offensive content with their Staverton Parish Council email accounts.

Data management and security

- e. All sensitive and confidential Staverton Parish Council data, if downloaded should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

Email communication

- f. Email accounts provided by Staverton Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

- g. Users should be cautious with attachments and links to avoid phishing and malware. Users should take steps to verify the source before opening any suspicious attachments or clicking on links.

Password and account security

- h. Staverton Parish Council users are responsible for maintaining the security of their own accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

Email monitoring

- i. The 'domain registrar' reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

Retention and archiving

- j. Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

Reporting security incidents

- k. All suspected security breaches or incidents should be reported immediately to the Clerk who will advise how to contact the IT administrator immediately.

Training and awareness

- l. Staverton Parish Council will endeavour to provide training and resources to educate users about IT security best practices, privacy concerns, and technology updates.

Compliance and consequences

- m. Breach of this IT and email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

Policy review

- n. This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

Contacts

- o. For IT-related enquiries or assistance, users can contact Staverton Parish Council Clerk.

- p. All staff and councillors are responsible for the safety and security of Staverton Parish Council's IT and email systems. By adhering to this IT and Email Policy, Staverton Parish Council claims to create a secure and efficient IT environment that supports its mission and goals.

Approved Date: 3rd March 2026