Upper Beeding Parish Council

IT AND INTERNET POLICY

Introduction
Upper Beeding Parish Council promotes the use of internet and electronic mail to improve the efficiency and effectiveness of the Council's functions. However, these facilities must be used responsibly and lawfully.

Use of Email
The use of email to exchange correspondence requires the same professional standards as other forms of communication. You should not send or forward mail which is defamatory or offensive for whatever reason.

All external emails must include the council name, the senders name and senders role.

Junk mail is a hazard of internet life and efforts should be made to isolate it at source, if not it should be deleted immediately and no attachments should be opened. It is important to keep virus protection up to date.

In order to protect from viruses, email attachments which might contain macros (word processor and spreadsheet files) or applications, should not be opened if they are from a sender whom you do not recognise, simply delete.

Be aware that agreements made by email have the same status as letters or formal contracts.

It is recommended that e-mails are retained for no more than twelve months before they are deleted (see retention policy).

USB Sticks
Only USBs from known sources can be used on Upper Beeding Parish Council equipment. USB data must not be opened via the USB but must be saved to the desktop and then opened. Opening data via the USB bypasses the security checks for viruses. Once the content has been security checked it can be used directly.

Office USBs that have been checked can be used to download information safely.

Data protection
You must not include in the text of emails to be sent, or in files attached to them, sensitive personal data without appropriate protection in order to comply with the General Data Protection Regulations.

Email to multiple addresses outside of Upper Beeding Parish Council should be sent as blind copy, (bcc).

Internet
Do not download any material that you suspect may contain a virus.

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Do not use material from the Internet without checking whether it is restricted by copyright or licensing laws.

No member of staff should access offensive material using Upper Beeding Parish Council facilities.

Website
The website is updated by the Clerk who monitor the up-loads content prior to it being put onto the website.

General
Computer games or personal software must not be loaded onto Upper Beeding Parish Council equipment.

Each user is responsible for ensuring that the content of their computer is kept clean and for reporting any faults to the Chairman.

Documents are saved using 'one-drive' and back-ups are stored off site.

Anti-virus software must be kept up to date and compliant with current recommendations.

Social media
The separate Social Media policy should be read in conjunction with this policy.