

Drayton Parish Council IT Policy

Adopted by Council 13th July 2026 minute ref 161/2026

1. Introduction

Drayton Parish Council recognises the importance of effective, secure information technology (IT) and email usage in supporting it's business, operations and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by Council members, employees, volunteers and contractors.

2. Scope

This policy applies to all individuals who use Drayton Parish Councils IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Drayton Parish Council's IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. Personal Email accounts (e.g. hotmail.com, gmail.com, yahoo.co.uk etc.) must not be used for official Drayton Parish Council business.

All users must adhere to ethical standards, respect copyright, intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Employees may be issued with authorised devices, software, and applications provided Drayton Parish Council for work-related tasks. Should personal devices be used for work activity, they must have appropriate anti-virus and malware protection installed.

Unauthorised installation of software on Drayton Parish Council devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Drayton Parish Council data should be stored and transmitted securely using encrypted channels. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Drayton Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Drayton 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.

Be cautious when opening attachments or clicking on links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Drayton Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords must be 'strong' and consist of:

- A minimum of 8 characters
- Contain at least 1 number
- Contain at least 1 special character (e.g. !, %, (, ^)

Passwords must not be shared with others.

9. Mobile devices and remote work

Mobile devices provided by Drayton Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Drayton Parish Council 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.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to minimize mailbox size.

12. Reporting security incidents

All suspected security or email breaches or incidents should be reported immediately to the Clerk and Chairperson for investigation and resolution.

13. Training and awareness

Drayton Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates.

All employees and councillors will be offered regular training on email security and best

practices.

14. Compliance and consequences

Breaches of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy Review

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

16. Contacts

For IT-related enquiries or assistance, users can contact the Clerk.
All staff and Councillors are responsible for the safety and security of Drayton Parish Council's IT and email systems.

By adhering to this IT and Email Policy, Drayton Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.