

# Little Coxwell Parish Council IT Policy

Issue N°	Date of Adoption	Details of Change Made
0.1	25/2/2026	1 <sup>st</sup> Draft
1	16/3/2026	Adopted at PC Meeting

## Introduction

Little Coxwell parish council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members.

## Scope

This policy applies to all individuals who use Little Coxwell parish council's IT resources including computers, networks, software, devices, data, and email accounts.

## Acceptable use of IT resources and email

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

## Device and software usage

At present the Council does not provide any IT devices, software or applications.

## Data management and security

All sensitive and confidential Little Coxwell parish council data should be stored and transmitted securely. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

## Network and internet usage

Little Coxwell parish council does not have its own network or internet connections.

## Email communication

Email accounts provided by Little Coxwell 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 with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

### **Password and account security**

Little Coxwell parish council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

### **Mobile devices and remote Work**

No Mobile devices are provided by Little Coxwell parish council.

### **Email monitoring**

Little Coxwell 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.

### **Retention and archiving**

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**

All suspected security breaches or incidents should be reported immediately to the Chairman and Clerk for investigation and resolution. Report any email-related security incidents or breaches immediately.

### **Compliance and consequences**

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

### **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.

All staff and councillors are responsible for the safety and security of Little Coxwell parish council's IT and email systems. By adhering to this IT and Email Policy, Little Coxwell parish council aims to create a secure and efficient IT environment that supports its mission and goals.