

# Belmont Parish Council

SERVING THE COMMUNITIES OF  
BELMONT  
CARRVILLE  
GILESGATE MOOR



## Information Technology (IT) Policy

### 1. Introduction

Belmont Parish Council is committed to ensuring that its information, systems, and electronic communications are used safely, lawfully, and effectively. This policy sets out the standards expected of councillors, employees, and authorised volunteers when using council IT resources.

### 2. Scope

This policy applies to all devices, email accounts, software, and data used for Belmont Parish Council business, whether owned by the council or personally owned but used for council work.

### 3. Acceptable Use

- Council IT systems must be used primarily for official council purposes.
- Limited personal use is permitted where it does not interfere with council duties.
- Users must not access, create, or distribute material that is illegal, discriminatory, or offensive.

### 4. Data Protection & Confidentiality

- All personal data must be processed in accordance with UK GDPR and the Data Protection Act 2018.
- Confidential information must be protected and only shared where authorised.
- Any suspected data breach must be reported to the Clerk immediately.

### 5. Security Requirements

- Strong, unique passwords must be used and kept confidential.
- Devices must be locked when unattended and kept updated with security patches.
- Unauthorised software must not be installed on council devices.
- Lost devices or suspicious activity must be reported promptly.

### 6. Email & Electronic Communication

- Official council business must be conducted using Belmont Parish Council email accounts.
- Communications should be professional, factual, and suitable for public record.

- Councillors should avoid using personal email accounts for council matters.

## **7. Social Media**

- Confidential or sensitive information must never be posted online.
- Personal opinions must not be presented as council policy.
- Only authorised persons may post on official council social media channels.

## **8. Records Management**

- Emails and documents relating to council business must be retained in line with the council's retention schedule.
- Information must only be deleted when lawful and appropriate.

## **9. Policy Compliance**

Failure to comply with this policy may result in action by the council. Serious breaches may be reported to the Information Commissioner's Office (ICO) or other relevant authorities.

**Agreed at Annual Parish Council Meeting 14<sup>th</sup> May 2026**