



COPYTHORNE PARISH COUNCIL COMPUTER MISUSE POLICY

Contents

1	Purpose	2
2	Scope	2
3	General	2
4	Ownership	2
5	Installation	2
6	Training	2
7	Use Of Computer Equipment, Software And Services	3
8	Legal Implications	3
9	Computer Security	4
10	Risk Management And Insurance	5
11	Internet Access And Electronic Mail	5
12	Probity	6
13	Support	6
14	Health And Safety	6
15	Data Use	6
16	Schedule of Equipment, Software and Services	7
17	Declaration	7

Adopted: 08/10/2019

Revised: xx/xx/xxxx

1 Purpose

- 1.1 This document formalises how Information and Communications Technology (“ICT”) and associated equipment should be used by Councillors and people employed by Copythorne Parish Council (“the Council”).

2 Scope

- 2.1 Computer equipment, software, data access and services provided by the Council for use in conducting Council business is supplied on the terms and conditions set out below.

3 General

- 3.1 These Conditions of Use may be modified from time to time, in response to changing circumstances of an operational, legislative or technological nature.
- 3.2 Periodic checks may be made by Internal Audit or Parish Clerk (“the Clerk”) to ensure compliance with these conditions. Where required to do so you must disclose passwords for this purpose.

4 Ownership

- 4.1 The computer equipment, software, data access and services provided are the property of the Council. The equipment shall be recorded in the inventory of IT equipment and software, which is maintained by the Clerk. They are provided for the duration of your employment with the Council or your service as a Councillor.
- 4.2 At the end of that period services provided will be terminated and computer equipment and software must be returned to the Clerk in full working condition.
- 4.3 If equipment has been lost or damaged whilst on loan, a charge may be made for its replacement or repair.

5 Installation

- 5.1 The equipment, software and services will be prepared for your use by the Clerk.
- 5.2 The Council will be responsible for supplying the equipment and any leads necessary to operate the equipment.

6 Training

- 6.1 It is the responsibility of the Clerk and Chair to ensure that every Councillor and member of staff working on the Council Systems has been given sufficient training to use them.

7 Use of Computer Equipment, Software and Services

- 7.1 The equipment, software and services are provided for use in respect of the Council business and should only be used for that purpose.
- 7.2 The Council accepts no liability for any consequences (including financial or other loss) which may arise through private use of the facilities provided.
- 7.3 You should also note that the security of private information and data is your responsibility. You are advised that simply deleting files does not permanently remove them from a computer.
- 7.4 Access to the Internet may be provided by the Council. You should be aware that the Internet contains potentially offensive material.
- 7.5 The Council accepts no liability for any offence, injury or consequences that may result from your use of the Internet and its associated facilities.
- 7.6 You are also reminded of your responsibility of probity (see section 12 below).

8 Legal Implications

- 8.1 The Council must comply with all UK legislation with respect to the use of ICT. In using the Council's facilities you must do likewise. You may be held personally liable for any breach of current legislation and any future legislation that may be enacted:
- 8.2 Examples of current legislation include, but are not limited to:
 - 8.2.1 Data Protection Act 1998 and GDPR 2018**
 - 8.2.2 General Data Protection Regulations**
 - 8.2.3 Copyright Designs and Patents Act 1988**
 - 8.2.4 Computer Misuse Act 1990**
 - 8.2.5 Obscene Publications Act 1959**
 - 8.2.6 Freedom of Information Act 2000**
- 8.3 It is your responsibility to ensure that your use of any personal information complies with the provisions of the Data Protection legislation.
- 8.4 The transmission of personal information contained within electronic mail or as an attachment to electronic mail is also subject to the provisions of the **Data Protection Act**.
- 8.5 Personal information must not be sent over the internet without consent.

- 8.6 Printed reports must be disposed of with regard to the sensitivity of the information concerned and all material making reference to personal data must be disposed of in accordance with the Council's policies and procedures.
- 8.7 Please also be aware that no unauthorised disclosure of information is permitted and all requests for access to personal data must be referred to the Clerk.
- 8.8 The use, or possession, of unlicensed copies or "pirated" versions of software is illegal and is expressly prohibited under the Copyright Designs and Patents Act and the Council's policies.
- 8.9 The use of equipment must be in compliance with all relevant legislation.
- 8.10 For specific guidance, please contact the Clerk.

9 Computer Security

- 9.1 The Council's Information & Data Protection Policy must be complied with at all times.
- 9.2 Where a virus is suspected/detected, the matter must be reported to the Clerk immediately. Until virus repair is affected, an infected device must not be used.
- 9.3 Virus repair must be undertaken only by or under the guidance of The Clerk.
- 9.4 Software or programs (including screen savers and wallpaper), must not be downloaded from the Internet or installed from removable media. This includes programs or software available for trial purposes or those that are free of charge.
- 9.5 No software can be loaded onto electronic equipment supplied by the Council, except by or with the agreement of the Clerk.
- 9.6 Data stored on the Parish Clerk's Laptop equipment must be backed-up on a regular basis.
- 9.7 Where information is kept on portable media, such as flash drive, then such media must be kept securely when not in use.
- 9.8 Where stolen equipment and/or software are recovered; or where it is suspected that equipment or software have been tampered with, they must be returned to Clerk for testing prior to re-use.

10 Risk Management And Insurance

- 10.1 As part of its risk management and risk financing arrangements, the Council maintains insurance on the equipment provided to you, including cover against the perils of theft, accidental damage, malicious damage and fire.
- 10.2 All computer equipment must be secured from theft or unauthorised use as far as is practical.
- 10.3 If you travel with a device or other equipment, it should not be left in an unattended vehicle unless there is no other option, in which case it should be secured out of sight in the boot. There is no insurance cover for losses arising from unlocked vehicles, hotel rooms or other unsecured situations. Therefore, you should be especially careful when taking a laptop or other similar device away from Council offices or your home.
- 10.4 Any loss of, or damage to, the equipment should be reported as soon as possible to the Clerk in the first instance and any criminal damage should be reported to the Police.
- 10.5 Any loss of personal data as the result of loss or theft of equipment shall be reported to the Council and Information Commissioners Office (ICO)

11 Internet Access and Electronic Mail

- 11.1 Internet access, electronic mail, electronic diaries and associated services may be made available for your use, if required in connection with Council business.
- 11.2 The Council's Acceptable Internet Use Policy must be adhered to at all times.
- 11.3 You will be provided with an official Council electronic mail address which must be used at all times for Council business. You are requested to monitor and manage your electronic mail and calendar on a regular basis.
- 11.4 In accordance with the Telecommunications (lawful business practice) Interception of communications regulations, the Council may lawfully view and monitor all email created, sent, forwarded, received or saved on the corporate email system without prior notice, and reserves the right to do so. You are therefore advised to think carefully before the facilities provided are used to communicate personal or sensitive information. The nature and content of electronic mail should be considered carefully and treated in the same way you would conventional mail.
- 11.5 The Council may also lawfully view and monitor all internet access and reserves the right to do so.

11.6 You are reminded that Council facilities may only be used for lawful purposes. Viewing or transmission of any material which may be regarded as offensive or in violation of any UK law or legislation is not permitted. Such material may include copyright material, material judged to be threatening, pornographic, obscene or sexually explicit and material protected by trade secret.

12 Probity

12.1 All officers and members are reminded that you are bound by the National Code of Local Government Conduct and that the general principles contained within the Code also apply to specific instances, such as the use of the Internet, Intranet or e- mail. You should ensure that your conduct accords with the requirements of the National Code and the Council's Code of Conduct.

12.2 Any allegations of breach of the Code will be referred to the Clerk for investigation.

13 Support

13.1 Any computer equipment or software problems which occur should be reported to the Clerk during normal working hours. This will ensure that the problem is tracked and concluded as quickly as possible.

13.2 No support will usually be provided outside of normal working hours.

13.3 In the event that the equipment suffers a complete hardware malfunction, the Council will be responsible for putting the equipment back to the condition in which it was first supplied. The Council will also reinstate, in so far as is reasonable and possible, information and data.

14 Health and Safety

14.1 In the interests of health and safety, you are advised to adhere to the following recommendations for the safe use of personal computer equipment:

14.1.1 Sit in a chair that gives you good back support to avoid backache

14.1.2 Position the screen in front of you to avoid twisting

14.1.3 Regularly look away from the screen to reduce eye strain

14.2 If you have been provided with a "laptop/tablet" computer, you should avoid using it on a low table or on your lap as both of these positions will increase strain on your neck and lower back.

14.3 If you have any concerns relating to the safe use of your computer equipment, please contact the Clerk.

15 Data Use

15.1 Any data that is available to be accessed must only be used for Council purposes and must not be transferred to any third party or other employers without the explicit agreement of the Council.

16 Schedule Of Equipment Software And Services

Equipment:

[Inventory/Asset] Number:

Software:

Services:

17 DECLARATION

I confirm that:

I have received the equipment, software and services specified above

I agree to abide by the terms and conditions of use as set out above.

Signed **Date**

Name (please print)