

# **LUPPITT PARISH COUNCIL**

## **IT POLICY (Assertion 10 – Digital and Data Compliance)**

### **1. Introduction**

Luppitt Parish Council (the 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, employees, volunteers and contractors.

Luppitt Parish Council has determined that councillors will use their personal devices (such as mobile phones and tablets) to receive emails and deal with Council business rather than equipment issued by the Council. This process is known as 'Bring your own Device' (BYOD).

This decision was taken on the grounds that the purchase of a dedicated device for each Councillor would place a disproportionate financial cost on Luppitt Parish Council.

The clerk does have a dedicated laptop issued by Luppitt Parish Council and used solely for Council business. The device is regularly updated with automatic security updates, uses Microsoft 365 system with cloud-based storage and is password protected. The clerk's office is home-based.

### **2. Scope**

This policy applies to all individuals who use IT resources, including computers, networks, software, devices, data and email accounts. Everyone must adhere to this policy to maintain digital security.

### **3. Training and awareness**

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

### **4. Acceptable use of Council provided IT resources and email**

All users must adhere to ethical standards and respect copyright and intellectual property rights. Equipment or emails must not be used to access or forward inappropriate or offensive content.

### **5. Bring your own Device (BYOD)**

Councillors must ensure that their device is:

- secured with a passcode;
- kept up to date by downloading the latest operating system security updates;
- protected with up-to-date anti-virus software.

## **6. Password and account security**

All councillors are responsible for maintaining the security of their accounts and passwords. Advice can be found on the National Cyber Security Centre's [advice for choosing a strong password](#). For business continuity, login details and passwords need to be stored securely so they can be accessed by trusted individuals in an emergency.

## **7. Email communication**

Luppitt Parish Council will provide all councillors with an official email account for organisation-related communications only. The clerk has a named account ([clerk@luppittparish.gov.uk](mailto:clerk@luppittparish.gov.uk)). The email accounts are provided via Cloudy IT and are assigned and archived by the clerk as councillors join and leave the Council.

All emails must be professional and respectful in tone.

Caution must be exercised when downloading attachments and opening links to avoid phishing and malware.

Councillors must ensure that Council business is kept separate from personal material.

## **8. Data management, data retention and security**

Sensitive and confidential data must be stored and transmitted securely. Important data is regularly backed up to prevent any data loss. Luppitt Parish Council's policy on data retention is outlined in the Council's document [Data Protection Privacy Notice](#). Emails are retained and archived regularly to maintain an organised inbox.

## **9. Reporting security incidents**

All suspected security breaches should be reported immediately to the clerk – [clerk@luppittparish.gov.uk](mailto:clerk@luppittparish.gov.uk) or 07944 625025.

## **10. Compliance and consequences**

Breach of this IT and email policy may result in the suspension of IT privileges.

## **11. 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.

## **12. Adoption**

**This policy was adopted at a meeting of Luppitt Parish Council held on 5 May 2026 (Minute reference 6.5, page number 845).**

**Date of next review June 2027**