

IT and Email Policy

Adopted January 2026

Introduction

Burton Bradstock 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 councillors, employees, volunteers, and contractors.

Scope

This policy applies to all individuals who use Burton Bradstock Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

Acceptable Use of IT Resources and Email

Burton Bradstock 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

Where possible, authorised devices, software, and applications will be provided by Burton Bradstock Parish Council for work-related tasks.

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

Data Management and Security

All sensitive and confidential Burton Bradstock Parish Council data must be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

Network and Internet Usage

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

Email Communication

Email accounts provided by Burton Bradstock 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.

Users must be cautious with attachments and links to avoid phishing and malware and should verify the source before opening any attachments or clicking on links.

Burton Bradstock Parish Council

Password and Account Security

Users of Burton Bradstock Parish Council IT systems are responsible for maintaining the security of their accounts and passwords. Passwords should be strong, kept confidential, and not shared with others. Regular password changes are encouraged to enhance security.

Mobile Devices and Remote Working

Mobile devices provided by Burton Bradstock Parish Council must be secured with passcodes and/or biometric authentication. When working remotely, users must follow the same security practices as if working from the office.

Email Monitoring

Burton Bradstock Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant legislation. Monitoring will be conducted in accordance with the Data Protection Act and UK GDPR.

Retention and Archiving

Emails must be retained and archived in accordance with legal and regulatory requirements. Users should regularly review and delete unnecessary emails to maintain an organised inbox.

Reporting Security Incidents

All suspected security breaches or incidents must be reported immediately to the designated IT point of contact for investigation and resolution. Any email-related security incidents or breaches should be reported to the IT administrator without delay.

Training and Awareness

Burton Bradstock Parish Council will offer regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practice.

Compliance and Consequences

Any breach of this IT and Email Policy may result in the suspension of IT privileges and further action as deemed appropriate by Burton Bradstock Parish Council.

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 requirements.

Contacts

For IT-related enquiries or assistance, users should contact Burton Bradstock Parish Council. All staff and councillors share responsibility for the safety and security of Burton Bradstock Parish Council's IT and email systems. By adhering to this policy, the Council aims to maintain a secure and efficient IT environment that supports its mission and objectives.