IT Policy

Date Adopted:	Minute Ref:	Review Cycle:
03/11/2025	25/121	Annually

1. **Purpose**

This policy sets out how the council manages its digital systems, information, and communication tools to ensure security, transparency, and compliance with legal responsibilities.

2. **Who This Policy Applies To**
   - Councillors
   - The Clerk and Council staff

3. Email and Communication
- All council business must be conducted using official council email addresses.
- Personal email accounts must not be used for council matters.
- Email passwords must be strong and changed regularly.
- The clerk and IT company will manage the email accounts.
- Email accounts will be suspended immediately when a councillor resigns and deleted at 12 months, having archived any information in folders.

4. Data Protection
- The council's Data Protection Policy must be followed at all times.

5. Website and Accessibility
- The council website must comply with WCAG 2.2 AA standards.
- Required documents and information must be published and kept up to date.
- The Clerk will be responsible for website management. A named councillor will have access and will perform regular checks of the website. Councillor to be nominated at the AMPC.

6. Cybersecurity
- All devices used for council business must have up-to-date antivirus software and security updates.
- Two-factor authentication is preferred.
- Councillors and staff must report any suspicious emails or IT issues immediately to the clerk.

7. Social Media and Public Communication
- Only the Clerk or Chair, or other nominated councillor may post on official council social media accounts.
- Personal opinions must not be shared on official platforms.
- Social Media posts are for information only, and not a platform for discussion.
- Councillors or clerk will not enter into any correspondence by means of social media platforms.
- No councillor should post on social media platforms on behalf of the council via their personal account, unless requested to do so by the clerk.

8. Training and Review

All councillors and staff will have the opportunity of annual training on IT security and data protection.

This policy will be reviewed annually, or sooner if required.