

INFORMATION TECHNOLOGY  
POLICY

GORSTAGE JOINT CEMETERY COMMITTEE

# 1 VERSION CONTROL

Version	Reviewed on	Approved at	Confirmed Approved by
1.0 DRAFT	25 <sup>th</sup> March 2026	JCC Meeting 25th March	Cllr J Freeman
1.0			

## 2. PURPOSE

This policy sets out how Weaverham, Cuddington and Acton Bridge Cemetery Committee manages its digital systems, information, and communication tools to ensure security, transparency, and compliance with legal responsibilities.

## 3. WHO THIS POLICY APPLIES TO

- the members of Weaverham Cuddington and Acton Bridge Cemetery Committee/the Joint Cemetery Committee (JCC)
- The Clerk and any other staff employed by the JCC

## 4. EMAIL AND COMMUNICATION

- All cemetery business must be conducted using parish council emails and official cemetery email addresses, unless there are residents or former staff members co-opted onto the JCC.
- Personal email accounts must not be used for cemetery matters, unless the person is a resident or former employee, co-opted onto the JCC.
- Email passwords must be strong and changed regularly.
- The clerk and IT company will manage cemetery email accounts.

## 5. DATA PROTECTION

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

## 6. WEBSITE AND ACCESSIBILITY

- Any required documents and information must be published and kept up to date on at least one of the Parish Councils websites, with the other 2 Parish Council websites sharing a link to the documents and information.
- The Clerk will be responsible for management of documents requiring to be published.

## 7. CYBERSECURITY

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

## 8. SOCIAL MEDIA AND PUBLIC COMMUNICATION

- Only the Clerk, Maintenance Manager, JCC Chairperson, or other nominated parish 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.
- JCC members or employees will not enter into any correspondence by means of social media platforms.
- No JCC member or employee should post on social media platforms on behalf of the council via their personal account, unless requested to do so by the clerk.

## 9. TRAINING AND REVIEW

- All JCC members and staff will have the opportunity of annual training on IT security and data protection if required.
- This policy will be reviewed annually, or sooner if required.