BARTON UNDER NEEDWOOD PARISH COUNCIL

INFORMATION TECHNOLOGY POLICY

Prepared by: Clerk/adapted from NALC

Reviewed by: Policies & Events Committee

Reviewed and adopted by Full Council Meeting dated 5 March 2026

Minute No…26/29 – 4.1.1

Signed by Chair of Parish Council ………[redacted]………………..

Next Review: May 2027

1. Purpose of the IT Policy

The purpose of this IT policy is to establish clear parameters for how Councillors, staff, and other authorised users use Council-provided technology or equipment in the course of their duties. A well-defined policy helps to:

- Set expectations for appropriate use of equipment and systems;
- Raise awareness of risks associated with IT use;
- Safeguard the Council's data and digital assets;
- Clarify what constitutes acceptable and unacceptable use;
- Outline the consequences of policy breaches.

2. Monitoring of IT Use

As an IT provider, the Council has the right to monitor the use of its IT equipment and systems, provided there is a legitimate reason for doing so and Councillors, employees and other authorised users are informed that such monitoring may take place. Any monitoring must be proportionate and comply with relevant data protection and privacy laws. Other persons may be included if they access or use Council systems e.g. if they have a Council e-mail address

3. Scope of this policy

This policy applies to all Councillors, staff, and other authorised users, regardless of their working location or pattern, including those who are home-based, office-based, or work on a flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by the Council.

4. Computer use

4.1. Hardware

4.1.1. Council computer equipment is provided for Council purposes only.

4.1.2. Locking computers when leaving desk: all Councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all Council and personal devices used for work. Failure to comply may lead to disciplinary action.

4.1.3. All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the Council.

4.1.4. Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.

4.1.5. All computer and mobile equipment will carry a number which is logged against the current owner of that equipment. A record of equipment issued will be logged in the asset register.