

**Slyne with Hest Parish Council IT Policy** : adopted April 2025 min ref 3587

**Updated 20/10/2025** to include two Amazon Fire 11 Tablets

## **1. Purpose**

This policy sets out the responsible use of IT resources within Slyne with Hest Parish Council to ensure security, efficiency, and compliance with best practices, including NALC guidelines.

## **2. Email Use**

- All councillors and staff must use their official **.gov.uk** email addresses for council business.
- Email accounts are hosted by **Rydal Group** and managed by the Clerk.
- When a councillor leaves, the Clerk will arrange for their email account to be closed.
- The Clerk will support new councillors in setting up and using their official email accounts promptly.

## **3. Website Management**

- The Parish Council website is hosted by **Easy Websites**.
- Any updates or changes must be managed through the Clerk to ensure consistency and security.

## **4. Hardware & Equipment**

- The Clerk is provided with a **laptop and mobile phone**, owned by the Parish Council.
- These devices must be kept secure at all times with any apps password protected.
- The Clerk is responsible for maintaining the devices in good condition and reporting any faults or issues promptly.
- The PC owns two Amazon Fire 11 Tablets to be used by councillors to carry out their duties. They remain the property of the Parish Council. Users will be responsible for the security of the devices. Their hosted email addresses will be added to the device.

## **5. Data Protection & Security**

- All users must follow data protection regulations and ensure confidential information is securely stored and handled.

- Passwords must be strong and regularly updated.
- Any suspected security breaches must be reported immediately to the Clerk.

## **6. Policy Review**

This policy will be reviewed periodically to ensure compliance with best practices and evolving security needs.