EMAIL AND INTERNET PROTECTION POLICY

The Parish Council promotes the use of internet and electronic mail to improve the efficiency and effectiveness of the Council's functions. However, these facilities must be used responsibly and lawfully.

Use of Email

• The use of email to exchange correspondence requires the same professional standards as other forms of communication. You should not send or forward mail which is defamatory or offensive for whatever reason.

• In order to protect from viruses, email attachments which might contain macros (word processor and spreadsheet files) or applications, should not be opened if they are from a sender whom you do not recognise, simply delete.

• Junk mail is a hazard of internet life and efforts should be made to isolate it at source, if not it should be deleted immediately and no attachments should be opened. It is important to keep virus protection up to date.

• Be aware that agreements made by email may have the same status as letters or formal contracts.

• E-mail that is sent to external addresses should include the standard the Parish Council disclaimer.

• It is recommended that e-mails are retained for no more than twelve months before they are deleted. Those containing important material should be saved to the desktop. Data protection

• You must not include in the text of emails to be sent, or in files attached to them, sensitive personal data without appropriate protection in order to comply with the Data Protection Act 1998.

• Email addresses should be treated as confidential and care taken that private email addresses are not wrongly circulated. • Email to multiple addresses outside of Councillors and the Clerk should be sent as blind copy, (bcc). Internet

• Do not download any material that you suspect may contain a virus.

• Do not use material from the Internet without checking whether it is restricted by copyright or licensing laws.

Website The website is updated by the Clerk and backed up on a regular basis.

Computers

• No member of staff should access offensive material using the Parish Council facilities.

• Computer games or personal software should not be loaded onto the Parish Council computers.

• Each user is responsible for ensuring that their computer is kept clean and for reporting any faults to the Clerk.

• Back ups of all information on the shared drive is kept off site.

Social media

• Social media should not be used for personal purposes whilst at work. Social media for work purposes should be used only with the permission of the Parish Council.

November 2016 Review November 2018