## 1. Introduction

Arne Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

## 2. Scope

This policy applies to all individuals who use Arne Parish Council's IT resources, including computers, networks, software, devices, data, website and email accounts.

## 3. Acceptable use of IT resources and email

Arne Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

## 4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Arne Parish Council to its employees for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

## 5. Data management and security

All sensitive and confidential Arne Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

## 6. Network and internet usage

Arne Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

## 7. Email communication

Email accounts provided by Arne Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive

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