

Aighton Bailey and Chaigley Parish Council IT Policy

Introduction

Aighton Bailey and Chaigley Parish Council recognises the importance of secure and effective Information Technology (IT). This IT Policy provides a clear and simple guide that outlines how technology is used, how data is protected, and how council business is conducted securely online.

Scope

This policy applies to all councillors, employees, contractors, and volunteers who use IT systems to carry out the council business of Aighton Bailey and Chaigley Parish Council, whether on council-owned or personal devices.

The IT policy covers all IT resources used by the Parish Council, including, Computers, laptops, tablets, smartphones, networks, software and data.

Acceptable use of IT Resources

Aighton Bailey and Chaigley Parish Council has a duty to ensure effective and secure use of technology. 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.

The Council require all official communications to use a council owned email address (e.g. clerk@aightonbaileyandchaigley-pc.gov.uk). The Clerk has a permanent council email address (.gov).

Members of the Parish Council using a Council laptop must not install additional software without permission.

All login details and passwords are to be kept secure.

Data Protection and GDPR

All users must comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This includes:

- Keeping personal data secure and confidential.
- Not disclosing information without proper authorisation.
- Using encryption and secure storage where required.

IT Equipment and Licenses

Barnacre-with-Bonds Parish Council provide the Clerk with a laptop for exclusive use of Parish Council business.

The Office 365 licence (Microsoft Outlook, Word, Excel etc) is paid for the ABC Parish Council.

Website Management

Aighton Bailey and Chaigley Parish Council website is managed by Easy Webs Sites Ltd. The website is compliant with WCAG 2.2AA standards.

The website must include all required documents. The clerk is responsible for publishing the Agenda, Minutes, AGAR Documents and all relevant Council information.

To comply with the guidelines from National Association of Local Councils (NALC), Aighton Bailey and Chaigley Parish Council have their website hosted under a .gov.uk.

Email Management

The Parish Council Clerk is provided with a Parish Council .gov.uk for exclusive use of Parish Council business.

The emails are provided and supported by Easy Web Sites Ltd who provide the following support services.

1. Creating emails
2. Changing passwords (if a Clerk was no longer in post)
3. Deleting the email box if a Clerk is no longer in the post through resignation or death

Aighton Bailey and Chaigley Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

Reporting security Incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact (Easy Websites) for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator (Easy websites) immediately.

Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

Contacts

For IT-related enquiries or assistance, users can contact Easy Web Sites Ltd. or the Clerk.

All staff and councillors are responsible for the safety and security of Aighton Bailey and Chaigley Parish Council's IT and email systems. By adhering to this IT and Email Policy, Aighton Bailey and Chaigley Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

Policy reviewed and accepted:

21 September 2026

Minute: 11 / e)