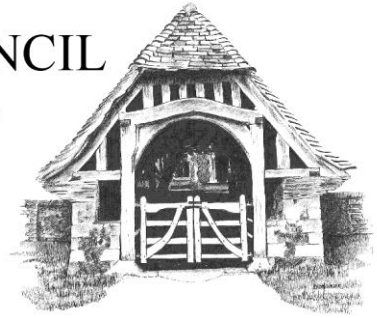# WALTHAM ST LAWRENCE PARISH COUNCIL

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Waltham St Lawrence Parish Council- Information Technology Proposal and Policy

The Proposal

Waltham St Lawrence Parish Council needs to disseminate information between the:
• Council and the Parishioners
• Waltham St Lawrence Parish Council staff and Councillors

Waltham St Lawrence Parish Council is also required to store data that it receives from outside bodies including:
• Letters and communication from and to:
> Residents
> Royal Borough of Windsor and Maidenhead
> Other external individuals and organisations
• Tender documents
• Invoices
• Reports
• Other documentation

The Parish Council will require the hardware, software and other items set out in Appendix A to be purchased to enable the Clerk to perform their duties in these matters efficiently and securely. The I.T. provision for other employees and Councillors will be defined separately. The proposal and budget will be voted upon by Waltham St Lawrence Parish Council.

In order to ensure that Parish Council (PC) employees and Councillors use the I.T. facilities of Waltham St Lawrence Parish Council appropriately, guidelines are set out in The IT Policy Appendix C. This will be put before the PC for approval and published on it's website.

Information Technology (I.T.) to be provided by Waltham St Lawrence Parish Council for the use of the Clerk

The following equipment, software and resources will be provided for the Clerk's use on Parish Council business:

Hardware:
Computer
Printer / Scanner
External cloud storage for backup

Software and connectivity:
Email provision
Suitable virus protection
Suitable MS Office software package

Miscellaneous
Ink for printer
Paper and other necessary stationary
I.T. Training as required
Maintenance/repair as required

The IT Policy - Guidelines for Waltham St Lawrence Parish Councillors and Staff when using the Council IT facilities

PURPOSE
Waltham St Lawrence Parish Council provides Information Technology facilities to employees and Councillors (where they request such facilities) for the purpose of conducting Parish business. It is the intent of this document to establish guidelines for the Councillors and employees when using the computing facilities owned by Waltham St Lawrence Parish Council.
This policy covers the following:
• General I.T. usage
• Software Licensing Policy
• Usage
• Internet usage
• Security

1. THE SCOPE

1.1. This policy applies to all employees of Waltham St Lawrence Parish Council and to all Councillors using the information technology facilities provided by Waltham St Lawrence Parish Council

1.2. For the purposes of this document the computing facilities, collectively called "Information Technology (I.T.)" include all:
- Computer-related equipment, including desktop personal computers (PCs), portable PCs
- (laptops), printers
- Software including purchased or licensed business software applications, Waltham St Lawrence Parish Council written applications, employee or vendor/supplier written applications, computer operating systems, and any other equipment residing on Waltham St Lawrence Parish Council owned equipment
- Electronic communications equipment including telephones, voice mail, e-mail
- Internet and website access
- Intellectual property regarding software design e.g. database, website
- Personal data
- Any other data stored on Waltham St Lawrence Parish Council equipment

2. THE POLICY
- All users of the Waltham St Lawrence Parish Council I.T. facilities (including employees and Councillors using Council's e-mail and Broadband) will receive a copy of the I.T. Policy and sign to say that they have read and understood the guidelines therein.

2.1. General I.T. usage
- Waltham St Lawrence Parish Council I.T. facilities are provided to employees and Councillors for the sole purpose of conducting Parish business and to facilitate the creation, storage and communication of Parish Council documents and data
- All documents and data are to be stored in an orderly way, organised by subject and date, with appropriate titling/keywords/tags to facilitate future retrieval
- Users of the I.T. facilities are required to ensure that appropriate regular maintenance of equipment is undertake to ensure its effectiveness in use, and to report any defects to the Council for immediate remedy
- Users of the I.T. facilities are required to comply with this policy and accept that they will not indulge in any dangerous, illegal or an activity likely to bring the Council into disrepute
- Waltham St Lawrence Parish Council reserves the right to amend this policy at any time without prior notice and to take such further actions as may be necessary or appropriate to comply with changes in I.T. related legislation or laws

- The Parish Council reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove or alter any data, file or system resource which may undermine the authorised use of any computing facility or which is used in violation of Parish Council rules or policies
- The Parish Council reserves the right to change authorisations and passwords to protect its
- computing facilities
- No personal data or files are to be stored on Council I.T. facilities
- All I.T. rights are suspended when employment is terminated for any reason

2.2. Software Licensing Policy

- All software used by Waltham St Lawrence Parish Council must be licensed and details kept in an Asset Register
- Users shall only install software of a type and quality approved by the Council, and must observe the conditions of any licence implied by downloading and using the software

2.3. E-mail usage

- Waltham St Lawrence Parish Council e-mail facilities are provided to employees and Councillors for the purpose of conducting Parish business and to facilitate communication and the movement of documents
- Waltham St Lawrence Parish Council does permit a limited amount of personal use of these facilities but does not allow the sending of material that may be considered to be offensive and/or obscene or which may be regarded as sexual harassment

2.4. Internet usage

- The Internet is provided to employees and Councillors for the purpose of accessing the Parish Council website and conducting Parish business
- Waltham St Lawrence Parish Council does permit a limited amount of personal use of these facilities but the downloading of the following inappropriate material is not permitted:
  o Obscene, offensive material
  o Copyrighted material
  o Software which may be copyrighted and/or may prevent the continued operation of business applications/systems residing on the employees' PC

2.5. Security

- All Waltham St Lawrence Parish Council I.T. equipment must be kept in a secure place at all times
- All Councillors and employees must use passwords to protect any Waltham St Lawrence Parish Council data on their equipment
- Passwords must be secure and (if recorded) kept concealed and disguised. The Clerk will deposit with the Council Chairman a sealed envelope containing the Council's IT password in case of emergency but will not otherwise share the password.
- The Virus checker and firewall must be in constant use and updated on a regular basis
- When disposing of a Council computer, back up drive or other data recording device the Clerk will ensure that the data recording drive is destroyed to prevent others accessing the data

2.6 Back Up

- All software, user data, and settings on employee's computers must be backed up in a way that facilitates restoration with minimum loss and inconvenience.
- A suitable "cloud" storage account will be set up and used by the clerk for all documentation. In addition data will be backed up to an external device on a monthly basis