

DEVICE & EQUIPMENT USE POLICY

Members, Volunteers and Employees

This policy outlines Council's guidelines for Members, volunteers and employees using equipment loaned by the Town Council. CTC wants to avoid inappropriate or illegal internet use that creates risks for the Council and its reputation.

Scope

This usage policy applies to all CTC Members, volunteers and employees who use a Council-loaned device / equipment for IT purposes.

What is appropriate usage?

- To perform roles & duties.
- To seek out information to improve roles and work.
- To access social media accounts, while conforming to CTC's Social Media Policy.

CTC does not want to restrict Members' access to websites of their choice, but expects Members, volunteers and employees to exercise good judgement.

Note: Personal data held on the equipment could be retrieved if the device is subsequently lent to somebody else. Don't forget it has to be returned at point of resignation, non-re-election or if requested to by officers.

Members, volunteers and employees should:

- Keep their passwords secret at all times.
- Log into their corporate accounts only from safe devices.
- Use strong passwords to log into the Council's website and services.

What is inappropriate usage?

Members, volunteers and employees must not use CTC's device to:

- Download or upload obscene, offensive or illegal material.
- Send confidential information to unauthorised recipients.
- Invade another person's privacy or access sensitive information.
- Download or upload movies, music and other copyrighted material and software.
- Visit potentially dangerous websites that could compromise the safety of CTC's network and computers.
- Perform unauthorised or illegal actions, like hacking, fraud, buying/selling illegal goods etc

Members, volunteers and employees must be careful when downloading and opening/executing files and software. If they are unsure if a file is safe, please seek advice from the office IT support provider.

CTC may install anti-virus and disk encryption software on Council computers. Members, volunteers and employees may not deactivate or configure settings and firewalls without approval.

CTC will provide security software but will not assume any responsibility if a device is infected by malicious software, or if personal data is compromised as a result of inappropriate use.

Council issued equipment

CTC expects members, volunteers and employees to respect and protect Council's devices and equipment. "Council devices and equipment" in this policy for members, volunteers and employees includes council-issued phones, laptops, tablets and any other equipment loaned to a member, volunteer or employee.

CTC advises Members, volunteers and employees to lock their devices with a pin or password when they are not using them. Members, volunteers and employees are responsible for the equipment wherever they take it.

Email

A Council email account must not be used for personal purposes. Members, volunteers and employees should clearly tell the sender not to correspond again with an @costesseytc.org email unless it is council business. Members, volunteers and employees should not use their Council email to:

- Register to illegal, unsafe, disreputable or suspect websites and services.
- Send obscene, offensive or discriminatory messages and content.
- Send unauthorised advertisements or solicitation emails.
- Sign up to services unless relevant, such as government alerts.

Remember: Members of the public can make Freedom of Information requests for data held on devices at any time and CTC has the right to access any Council emails and data.

Lost or stolen equipment must be reported to the Town Council office immediately and a full explanation given.

An entry pin must be used and recorded with the office. The office already has the ability to reset passwords for office365 and costessey.org.uk members zone.

This Policy should be read in conjunction with the Costessey Town Council Social Media Policy and the CTC Mobile Telephone Policy for Staff