

BUCKHURST HILL PARISH COUNCIL



INTERNET AND EMAIL POLICY NOVEMBER 2020

Buckhurst Hill Parish Council provides a range of facilities to enable staff and elected members to carry out the Council's business. This policy document details the standards for your use of the Council's facilities and information.

1. You are responsible for using the provided facilities economically.
2. You must not undertake any unlawful, libellous, immoral or offensive activities, including accessing, downloading, storing, creating, copying or disseminating offensive material. This includes, but is not limited to, pornographic, sexual, violent or criminal content and racist, sexist or otherwise discriminatory material.
3. You must not use the Council's facilities for commercial purposes outside of the authority or remit of the Council or for personal financial gain.
4. You are responsible for maintaining the security of information held by the Council. You must take appropriate steps to secure the equipment and information to which you have access. When your equipment or information is unattended, you must not rely on building controls such as security doors to prevent unauthorised access or use.
5. You must not disclose in writing, speech or electronically information held by the Council unless you are authorised to do so and recipients are authorised to receive it.
6. Whilst printers, photocopiers or faxes are used for confidential or sensitive information, they must be attended by an officer of the council.
7. Security of electronic information is achieved through the use of logins and passwords. You must log in using your own login name and a secure password.
8. If you are asked to log in to your computer and allow technical support personnel to access the network, you should note the date and time that they are using your login in case of later query.
9. You must not do anything that would compromise the security of the information held by Buckhurst Hill Parish Council, including:
 - installing or downloading software or computer programs without prior authorisation by your line manager.
 - knowingly propagating any virus or other program that is harmful to normal computer operations.
 - disabling or changing standard security settings such as anti-virus protection.

10. Although facilities are provided for business use, limited personal use is acceptable if it meets the following criteria in addition to those above:

it is undertaken in non-work time, for example during a lunch break

it does not interfere with the performance of your duties

it does not make use of information available to you that is not available to the public

it does not create any additional expense to the Council, or creates minimal expense

it does not reflect adversely on the reputation of Buckhurst Hill Parish Council.

Note: If you fail to meet the criteria for personal use, your right to personal use of the facilities will be withdrawn.

11. If you are a manager, you must also ensure that your members of staff, and agency workers working with or for you, are aware of and comply with this standard.