



# CUBBINGTON PARISH COUNCIL

## IT, EMAIL AND ACCEPTABLE USE POLICY

**Approved:** September 2025  
**Reviewed:** September 2026

# **Cubbington Parish Council**

## **IT, EMAIL AND ACCEPTABLE USE POLICY**

### **1. Introduction and Purpose**

This Policy sets out how Cubbington Parish Council manages its digital systems, information, and communication tools to ensure security, transparency, and compliance with legal responsibilities.

The Policy has been developed to ensure it is clear to ALL Parish Council Members and Employees what is expected of them in order to protect them and the Parish Council from misuse of facilities and potential breach of the law. The Policy also ensures the most effective use of the Parish Council's communications channels and IT facilities.

All Councillors and Employees are required to understand the Policy and abide by it. For Councillors this requirement ties in with the Members' Code of Conduct, and for Employees any misuse may result in disciplinary action.

### **2. EMAIL and Communication**

#### **Personal Email Use**

- 2.1 Every Councillor and member of staff will be provided with their own parish-related GOV.UK email address for council business. Personal use of this email address is not permitted.
- 2.2 All Parish Council business must be conducted using official council email addresses.
- 2.3 Personal email accounts must not be used for Parish Council matters.

### **3. Data Protection**

- 3.1 Personal and sensitive data must only be stored on Parish Council-approved systems.
- 3.2 No personal data should be saved on personal devices without written permission from the Proper Officer (Clerk).
- 3.3 The Parish Council's Data Protection Policy must be followed at all times.

### **4. Website and Accessibility**

- 4.1 The Parish Council website must comply with WCAG 2.2 AA standards.
- 4.2 Required documents and information must be published and kept up to date.
- 4.3 A named person will be responsible for website management and regular checks.

### **5. Cybersecurity**

- 5.1 All devices used for Parish Council business must have up-to-date antivirus software and security updates.
- 5.2 Two-factor authentication should be enabled wherever possible.
- 5.3 Councillor's and staff must report any suspicious emails or IT issues immediately.

### **6. Social Media and Public Communication**

- 6.1 Only the Proper Officer (Clerk) or Chair may post on official Parish Council social media accounts.
- 6.2 Personal opinions must not be shared on official platforms.

**7. Training and Review**

- 7.1 All Parish Councillors and staff will receive annual training on IT security and Data Protection.
- 7.2 This policy will be reviewed every year or when required.

This policy complies with Cubbington Parish Council's Privacy Policy and Standing Orders

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