

PURTON PARISH COUNCIL	USE OF COUNCIL PROPERTY AND EMAIL POLICY
<p>APPROVED BY COUNCIL: ...12.../...06.../...23...</p> <p><i>This policy will be reviewed in the first instance in 6 months and then a considered time frame will be addressed in line with council policy unless there is a significant change in legislation or staffing requirements</i></p>	
Signed by Clerk:	Dated:

COUNCILLOR EMAIL AND USE OF COUNCIL OWNED IT SOLUTIONS

1. INTRODUCTION

Purton Parish Council have introduced independent Parish Councillor domain email addresses (purtonparishcouncil.gov.uk) and Council issued hardware which is asset registered and logged against the independent Councillor. Email is regularly used for the management and administration of the business of Purton Parish Council and therefore a requirement of the Council to support the process. All Councillors are issued as part of their role with a computer to aid this process if they so wish.

2. SCOPE

This Policy applies to elected/co-opted members of Purton Parish Council.

3. POLICY STATEMENT

Purton Parish Council encourages the effective use of email. Such use must always be lawful and must not compromise the Council's information and the Clerk's computer systems.

All users must ensure that their use of email will not adversely affect the Council or its business and not damage the Council's or its employees' reputations or otherwise violate any of the Council's policies.

4. USE OF EMAIL FACILITIES

All users must use email responsibly. Purton Parish Council reserves the right to take disciplinary or legal action against any person who fails to comply with this policy. All users must accept and agree that communications both to and from the Council via email may be monitored for the purpose of ensuring appropriate use of this methodology. Users should also be aware that deleted emails may still be accessible from back-up procedures. All email correspondence is subject to Data Protection and Freedom of Information and should only be used for communication of a Council nature not personal.

5. GENERAL GUIDANCE

Email users are advised to be aware of the following:

- Messages sent to groups of people must be relevant to all concerned and if not to Council Officers or fellow Councillors please ensure you refer to the General Data Protection Regulations 2018 with regards to sharing of data which includes email addresses.
- Councillors are required to check their emails on a regular basis to ensure they do not miss any valuable communications that will now take precedent as the Councils referred method of contact.
- The Clerk may, from time to time, choose to operate a filtering system in order to monitor offensive or clearly inappropriate material and may quarantine any messages in that category.
- Emails are subject to Freedom of Information so please ensure all communication is appropriate to the businesses transacted and does not cause embarrassment or contravene the ethics of a person or the Council as a corporate body
- A number computer access password has been set against your account along with an administration password. It is recommended that you change the computer access password on

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receipt. If you have a concern that the account has been compromised in any way, please advise the Clerk.

- Out of office is recommended for all users and will be actioned for any period longer than one days absence for Officers apart from the Admin Assistant who has booking enquiries that cannot be left.
- The Clerk is the only Officer who has access to all email accounts remotely.

6. BUSINESS USE

The Clerk has the sole authority to purchase or acquire goods or services on behalf of the Council via email. Users are informed that email messages have the same status in law as written correspondence and are subject to the same legal implications, e.g. may be required to be disclosed in Court.

Users are required to apply the same high standards to emails as those applied to written correspondence. Email inboxes must be checked regularly to ascertain all correspondence within that system.

All users must comply with the relevant licence terms and conditions when copying and/or downloading material. Users accept that there is no guarantee of delivery of emails unless acceptance of delivery is requested of the recipient.

Please ensure that when responding to emails you consider any personal data included to ensure that it is not against the General Data Protection Regulations 2018 and the Freedom of Information Act 2011.

If a member of the public contacts a Councillor direct via email, you must ensure that you speak to the Clerk in the first instance regarding a response. No single Councillors has the responsibility to respond on behalf of the Council unless so directed at a meeting. All correspondence must be copied to the Clerk to ensure that the correct information is given and does not contravene, GDPR, FOI or policy.

All email accounts must have the Foundation Award and Working towards a Dementia Friendly Community Logo as a footer along with the standard text as follows :-

“This email originates from Purton Parish Council and any files transmitted with it may contain confidential information and may be subject to Copyright or Intellectual Property rights. It is intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender and delete the email from your inbox. Any disclosure, reproduction, dissemination, modification and distribution of the contents of the email is strictly prohibited. Email content may be monitored by Purton Parish Council to ensure compliance with its policies and procedures. Please note Purton Parish Council utilises anti-virus scanning software but does not warrant that any e-mail or attachments are free from viruses or other defects and accepts no liability for any losses resulting from infected e-mail transmissions. Receipt of this e-mail does not imply consent to use or provide this e-mail address to any third party for any purpose. “

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7. **INAPPROPRIATE USE**

Users must not use email to abuse or inflame others or to harass or threaten anyone.

Responding to abuse/bullying, harassment or threatening will not be accepted as an excuse for inappropriate language and/or behaviour.

Recipients of abusive/bullying or threatening emails related to the business of the Council must immediately inform the Clerk or Chairman.

Users must not send emails containing obscene, abusive or profane language.

Users must not send, access, display, download, copy or circulate information containing stories, jokes or anecdotes that contain:

- pornography or sexually orientated images
- gambling
- gaming (playing computer games)
- promotion of unlawful discrimination of any kind
- promotion of racial or religious hatred
- threats including the promotion of violence
- fraudulent or illegal material promotion of illegal and/or unlawful acts
- information considered to be offensive, inappropriate or disrespectful to others
- unauthorised and copyrighted material including music.

Purton Parish Council will report to the police all known incidents in which users intentionally send or receive emails containing the following:

- images of child pornography or child abuse (i.e. images where children are or appear to be under the age of 16 and are involved in sexual activities or posed to be sexually provocative)
- adult material/pornography that breaches the Obscene Publications Acts (1959 & 1964)
- criminally racist material
- Users must not send, receive or disseminate proprietary data or any confidential information belonging to Purton Parish Council to or from a third party unless authorised.

8. **ACCIDENTAL ACCESS TO INAPPROPRIATE MATERIAL**

If inappropriate material is accessed accidentally, users must report this immediately to the Chairman. It can then be considered as part of the Council's monitoring procedure.

9. **MONITORING**

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Serious breaches of this policy by a Council employee will amount to gross misconduct and may result in dismissal. Serious breaches of this policy by councillors, members of the public or members of any other organisation or company will result in legal or police action.

10. RESPONSIBLE OFFICER

The Clerk will be responsible for the administration of this policy on behalf of Purton Parish Council and will report breaches to the Chairman of the Council for advice about further action.

11. DAMAGE OF EQUIPMENT

Purton Parish Council will provide insurance on the hardware items issued to Councillors and ask that the equipment is treated with care and respect and kept in the correct carrying case provided. If any damage occurs, please notify the Clerk direct.

12. IT SUPPORT

Purton Parish Council provides IT support via Codec Consulting, Kelvin Qwilt (week days only 9-5). If you have any issues please ask the Clerk to arrange a support call.

13. INTERNET ACCESS

Purton Village Hall will provide a secure internet connection in the Hall for use within the meetings.

14. ELECTRONIC WORKING AND RECEIPT OF AGENDAS AND SUPPORTING INFORMATION

Purton Parish Council send all their agendas and supporting paperwork to designated secure Parish Council email domains as a PDF formatted file. Generally two files will be received three clear days prior to the meeting which will include a PDF Agenda and a PDF file of supporting information. It is the responsibility for the Councillor to check their emails to confirm receipt. A calendar of meetings dates is issued at the October Council meeting for the following year.

The Council will also consider the use of one drives and associated links.

12 th November 2018	Adoption of policy with 6 month review
13 th May 2019	No changes – proposed continuation and review every 3 years
12 th June 2023	Change to advise internet access now in the Village Hall.