



The Meeting Rooms, Church Lane  
St Arvans, Chepstow, NP16 6EU

T. 07902 511468

E. [clerk@starvanscouncil.co.uk](mailto:clerk@starvanscouncil.co.uk)

## Data Related Policies Bundle

<b>Contents</b>	<b>Page</b>
• Data Protection Policy and Privacy Notice	2-7
• Publication Scheme (Freedom of Information)	8-10
• Communications and IT Policy	11-19
○ Section A – Council Communications	12-16
○ Section B – Electronic IT Acceptable Usage	17-19



The Meeting Rooms, Church Lane  
St Arvans, Chepstow, NP16 6EU

T. 07902 511468

E. [clerk@starvanscouncil.co.uk](mailto:clerk@starvanscouncil.co.uk)

# Data Protection Policy

(Including Publication Scheme and Privacy Notice)

Adopted 9<sup>th</sup> May 2023



## 1 INTRODUCTION

In order to conduct its business, services and duties, St Arvans Community Council processes a wide range of data, relating to its own operations. In broad terms, this data can be classified as:

- Data shared in the public arena, for example information about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked on.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

St Arvans Community Council will adopt procedures and manage responsibly all data which it handles, and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation. This policy is subject to review.

The Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day-to-day to the Clerk. Contact details for the Clerk can be found on page 1 of this document.

The Council will be as transparent as possible about its operations and as such will be prepared to make all non-personal data available to partners and members of the community. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

## 2 LEGAL FRAMEWORK

### 2.1 The Council's Right to Process Information

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation, or

Processing is necessary for the legitimate interests of the Council.

### 2.2 Rights of a Data Subject

**Access to Information:** an individual has the right to request access to the information we hold on them.

They can do this by contacting our Clerk who acts as Data Protection Officer.

**Information Correction:** If the individual believes that the information we have about them is incorrect, they may contact the Clerk who will make the necessary amendments for accuracy.

**Information Deletion:** If the individual wishes the Council to delete the information about them, they may request this by contacting the Clerk.

**Right to Object:** If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Clerk.

The Council does not use automated decision making or profiling of individual personal data.

**Complaints:** If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Clerk, or to the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk)  
Tel: 0303 123 1113, or on the alternative contact details below:

Information Commissioner's Office – Wales  
2nd Floor, Churchill House  
Churchill Way  
Cardiff  
CF10 2HH  
Phone 0330 414 6421  
Email: [wales@ico.org.uk](mailto:wales@ico.org.uk)

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

### 3 DATA PROTECTION TERMINOLOGY

**Data subject** - means the person whose personal data is being processed.

This may be an employee, prospective employee, associate or prospective associate of the Council, or someone transacting with it in some way.

**Personal data** - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

**Sensitive personal data** - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

**Data controller** - means a person who (either alone or jointly or in common with other persons) (e.g. employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

**Data processor** - in relation to personal data means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

**Processing information or data** - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data, regardless of the technology used.

#### **4 INFORMATION PROVIDED TO US**

The information provided will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with St Arvans Community Council individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy. It is the responsibility of those individuals to ensure that the Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided. We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

#### **5 PROTECTING CONFIDENTIAL OR SENSITIVE INFORMATION**

St Arvans Community Council has adopted this policy to ensure high standards, and to meet its legal obligations as set out in the General Data Protection Regulation (GDPR) which became law on 25<sup>th</sup> May 2018 (like the Data Protection Act 1998 before it), and which seeks to strike a balance between the rights of individuals and the sometimes competing interests of those such as the Council with legitimate reasons for using personal information. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

#### **This policy is based on the premise that Personal Data must be:**

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary for the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

St Arvans Community Council processes **personal data** in order to:

- fulfil its duties as an employer in relation to contracts of employment, safeguarding and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- assist regulatory and law enforcement agencies

- process information including the recording and updating details about its Councillors, employees, partners and volunteers, as well as individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

**The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:**

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the Council.

Particular attention is paid to the processing of any **sensitive personal information** and the Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

## **6 DIVERSITY MONITORING**

St Arvans Community Council may monitor the diversity of its employees, Councillors, and volunteers in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It may undertake similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

## **7 MAKING INFORMATION AVAILABLE**

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish.

All formal meetings of Council and its Committees are subject to statutory notice being given on notice boards, the Website. The Council publishes an annual schedule of Ordinary Meeting dates at the Annual Meeting each May. All formal meetings are open to the public and press, and reports to those meetings and

relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its offices.

Occasionally, Council or Committees may need to consider matters in private (e.g. when they involve personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed). This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.



The Meeting Rooms, Church Lane  
St Arvans, Chepstow, NP16 6EU

T. 07902 511468

E. [clerk@starvanscouncil.co.uk](mailto:clerk@starvanscouncil.co.uk)

# Publication Scheme (Freedom of Information)

Adopted 9<sup>th</sup> May 2023



**Information available from St Arvans Community Council under the Model Publication Scheme**

The publication scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community. Hard copies are available on request at a cost of 12p per sheet. Some items marked 'hard copy' may also be available by email.

INFORMATION TO BE PUBLISHED	CAN BE FOUND ON...
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, location and contacts)	
Who's who on the Council and its Committees (current information only)	Website, Noticeboards
Contact details for the Clerk and Council members. Name, location, telephone number and email address	Website, Noticeboards
Location of Community Council meeting venue and accessibility details	Website, Noticeboards
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum.)	
Annual return form and report by auditor	Website, hard copy
Precept, Finalised budget	Hard copy
Precept	Hard copy
Financial Standing Orders and Regulations	Website
Grants given and received	Website (Minutes)
List of current contracts awarded and value of contract	Hard copy
Members' allowances and expenses	Website
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews. Current and previous year as a minimum)	
Community Plan (current and previous year as a minimum)	n/a
Annual Report (current and previous year as a minimum)	Website, Noticeboards
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions. Current and previous Council year as a minimum)	
Timetable of meetings (Council)	Website (Minutes)
Agendas of meetings (as above)	Website, Noticeboards
Minutes of meetings (as above) N.B. this will exclude information that is properly regarded as private to the meeting.	Website, Noticeboards

INFORMATION TO BE PUBLISHED	CAN BE FOUND ON...
Reports presented to Ordinary and Committee meetings – N.B this will exclude information that is properly regarded as private to the meeting	Hard copy
Responses to consultation papers	Website (Minutes)
Responses to planning applications	Website (Minutes)
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Procedural Standing Orders</li> <li>• Financial Regulations</li> <li>• Policy Statements</li> <li>• Committees – Terms of Reference</li> <li>• Advisory Groups - Terms of reference</li> </ul>	Website, hard copy
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and Diversity Policy</li> <li>• Health and Safety Policy</li> <li>• Recruitment and Employment Policies</li> <li>• Policies and Procedures for handling requests for information</li> <li>• Complaints Procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Website, hard copy
Data Protection Policies	Website
Information Security Policy	Website
Records Management Policies (records retention, destruction, archive)	Website
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	
Assets register	Hard copy
Declaration of members' interests	Website
<b>Class 7 – The Services we offer</b> (Information about the services we currently offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Recreational Facilities – Playground and Sports Field	Hard copy
Memorial, benches, litter bins, dog bins and lighting	Hard copy
Newsletter	Website, Round Robin



The Meeting Rooms, Church Lane  
St Arvans, Chepstow, NP16 6EU

T. 07902 511468

E. [clerk@starvanscouncil.co.uk](mailto:clerk@starvanscouncil.co.uk)

# Communications and IT Policy

Adopted 9<sup>th</sup> May 2023

## **SECTION A – COUNCIL COMMUNICATIONS**

### **1 Council Correspondence and Communications**

- 1.1 All correspondence for the attention of the Council should be addressed to the Clerk.
- 1.2 Individual Councillor or Officer should provide any correspondence or information of significance to the Clerk. In particular, Councillors and Officers do not have a right to obtain confidential information/documentation unless they can demonstrate a ‘need to know’.
- 1.3 All official correspondence should be sent by the Clerk in the name of the Council using Council letterheaded paper. Most correspondence is sent by email using Council-approved email addresses; all Councillors should have a signature which is accompanied by the Council’s registered address and email contact details.
- 1.4 Where correspondence from the Clerk to a Councillor is copied to another person, the addressee should be made aware that a copy is being forwarded to that other person, that is, ‘BCC’ should not be used, ‘CC’ should be used, as well as highlighting the name of the additional addressee in the body of the email.
- 1.5 **Communications from the Council will meet the following criteria:**
  - Be civil, tasteful and relevant;
  - Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
  - Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
  - Not contain any personal information.
  - If it is official Council business it will be moderated by either the Chair/Vice Chair of the Council or the Clerk to the Council;
  - Social media will not be used for the dissemination of any political advertising.
  - Printed letters from the Council, where feasible, will utilise the Calibri size 12 font to ensure clarity of print.

### **2 Agenda Items for Meetings of Council and Committees**

- 2.1 The agenda should be clear and concise and contain sufficient information to enable Councillors to make an informed decision, and for the public to understand what matters are being considered and what decisions are to be taken at a meeting.
- 2.2 Items ‘for information’ should be kept to a minimum on an agenda, and circulated by the Clerk to Councillors.
- 2.3 Confidential items will be marked as such, and should be destroyed once their intended use has been fulfilled.

### **3 Communications with the Press and Public**

- 3.1 Press reports from the Council and its Committees should be from the Clerk, and will reflect only decisions confirmed by Council and its Committees.
- 3.2 Unless a Councillor has been authorised by the Council to speak to the media on a particular issue, Councillors who are asked for comment by the press or public should make it clear that it is a personal view and ask that it be clearly reported as their personal view, unless the Councillor is quoting an approved decision as recorded in the Minutes.

#### **4 Councillor Correspondence to external parties**

- 4.1 Individual Councillors are responsible for their own ward member correspondence. St Arvans Community Council does not provide a secretariat for such purpose. Councillors must ensure they make clear where they are informing on official policy and where they are stating their personal views.

#### **5 Communications with Council Staff (Clerk and RFO)**

- 5.1 Councillors must not give instructions to any member of staff, unless authorised to do so (for example, three or more Councillors sitting as a committee or sub-committee with appropriate delegated powers from the Council).
- 5.2 No individual Councillor, regardless of whether or not they are the Chair of the Council, of a Committee or other meeting, may give instructions to any employee.
- 5.3 Telephone calls should be appropriate to the work of the Council.
- 5.4 Instant replies should not be expected to e-mails from the Clerk or RFO; reasons for urgency should be stated;
- 5.5 Councillors should acknowledge their e-mails when requested to do so.
- 5.6 For meetings with the Clerk or RFO, an appointment should be made giving the reason for the meeting (i.e. must state the nature of the business to be discussed at the meeting)

#### **6 Computer use**

- 6.1 Council-owned portable IT devices must be kept secure and password protected at all times.
- 6.2 Do not share your computer password with others, and make sure that it is not written down anywhere where an unauthorised person can find it.
- 6.3 Unauthorised access to any of the Council's systems will amount to gross misconduct.

#### **7 Email**

- 7.1 All email correspondence should be dealt with in the same professional and diligent manner as any other form of correspondence.
- 7.2 The Council's email address is [clerk@starvans.co.uk](mailto:clerk@starvans.co.uk) and is monitored on a limited part time basis during the week. We aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate.

- 7.3 Council email accounts are subject to the Freedom of Information Act and you should be mindful of the fact that any email that you send will be identifiable as coming from the Council. You should therefore take care not to send anything via email that may reflect badly on the Council. In particular, you must not send content of a sexual or racist nature, junk mail, chain letters, cartoons, or jokes from your Council email address.
- 7.4 Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation). Members should also be careful only to 'cc' essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.
- 7.5 Using a Council email address to send inappropriate material, including content of a sexual or racist nature, is strictly prohibited and may amount to gross misconduct. Should you receive any offensive or inappropriate content via email you should inform the Clerk of this as soon as possible so that they can ensure that it is removed from the system.
- 7.6 You should also take care that emails will be seen only by the person intended. Particular care should be taken when sending confidential information that the email has been correctly addressed, marked 'private' and not copied in to those not authorised to see the information.
- 7.7 Councillor and staff email accounts remain the property of the Council and you should not use your Council email to send or receive any information that you regard as private. The Council may, in the course of its operation, read emails that you have sent or received - although in the absence of evidence of wrongdoing the Council will try to avoid reading personal emails if possible.
- 7.8 Do not forward personal information on to other people or groups outside of the Council; this includes names, addresses, email, IP addresses and cookie identifiers.

## **8 Internet use**

- 8.1 Employees with access to the internet on Council-owned devices should use that access responsibly.
- 8.2 Excessive personal use during working hours will be treated as misconduct.
- 8.3 From time to time the Council may block access to sites which it considers inappropriate but whether or not a specific site has been blocked, employees must not use the internet to view or download offensive or sexually explicit material. Any attempt to do so may, depending on the circumstances, amount to gross misconduct leading to dismissal.

## **9 Council Website**

Where necessary, we may direct those contacting us to our website to see the required information, or we may put the item forward to Council for consideration at an Ordinary meeting.

## **10 Social Media**

- 10.1 The Clerk and any Members appointed by Council will be responsible for posting and monitoring the content of Facebook (and any other social media platforms Council chooses to use) to ensure it complies with the Council's communications policies.
- 10.2 In order to ensure that all discussions on the Council pages are productive, respectful and consistent with the Council's mission and goals the following measures will be applied:
- Council Members or staff must not use the Council's Facebook platform to promote personal or political agendas. In particular, Council members must not use the Council's social media platforms for electioneering or campaigning during any pre-election period;
  - The Facebook account should not be used for commercial purposes or to market products or services;
  - Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including Council Members or employees, will not be permitted;
  - Be considerate and respectful of others, vulgarity, swearing, threats or abusive of language will not be tolerated;
  - Freely share news about the St Arvans ward and Council activities in delivering services to the community;
  - When posting existing material, photographs or news items, be aware of copyright laws. Be accurate and give credit where credit is due;
  - Stay on topic.
- 10.3 The Facebook page will not be monitored 24/7 and the Council does not reply individually to comments received. The Council will however, endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant personnel as soon as practicably possible.
- 10.3 Sending a message / post via Facebook will not be considered as contacting the Council for official purposes and the Council will not be obliged to monitor or respond to request for information through Facebook.
- 10.4 Personal or other private information should not be included in Facebook posts and messages to the Council.
- 10.5 St Arvans Community Council retains the right to remove comments or content that includes:
- Language that may be deemed as offensive relating in particular to race, sexuality, disability, gender, age or religion or belief should not be published on any social media site;
  - Personal attacks, bullying, insults or threatening language;
  - Potentially libelous or obscene remarks, information or statements that are of a personal inflammatory, libelous or defamatory nature;
  - Plagiarised material or any material deemed to be in violation of any laws, including copyright;
  - Private or personal information published without consent;
  - Information or links unrelated to the content of the forum;
  - Commercial promotions or spam;
  - Fake accounts or accounts that are impersonating others.
- 10.6 The Council, at its discretion, reserves the right to block users and will do so for unseemly usage of social media and disregard of, or non-compliance with, this policy.

**11 SMS (texting) and WhatsApp Messaging**

Councillors and the Clerk may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

**12 Video Conferencing e.g. Zoom**

If this medium is used to communicate please note that this policy also applies to the use of video conferencing.



## **SECTION B - ELECTRONIC IT ACCEPTABLE USAGE**

**To be read and signed by Councillors before distribution of Council iPads.**

### **1. ELECTRONIC IT ACCEPTABLE USAGE POLICY**

Electronic communication devices include laptop computers, iPads, tablets and smart phones of which the Council may provide any such device to each elected representative or staff members “Users”.

### **2. SCOPE**

This policy applies to elected and co-opted members and any staff of the Council who are issued electronic devices.

### **3. POLICY**

It is the policy of the St Arvans Community Council to provide electronic devices to Councillors for the duration of their term, and/or administrative staff during their tenure. Those in receipt of such devices must adhere to this Acceptable Usage Policy and these procedures to ensure the appropriate use and optimum functionality of the issued communication devices.

The internet and email access that the Council provides to Users are tools for conducting Council business only and therefore use of such tools will be primarily for Council business related purposes. All of the Council’s computer systems, including the tablet, are considered public property with all activities traceable to the Council. Council-issued IT equipment shall not be used to send or knowingly download any vulgar, discriminatory, or pornographic content. Users shall refrain from making any false or defamatory statements in any form or committing any other acts that could expose the Council to liability.

### **4. PROCEDURES:**

**4.1 Receipt of IT equipment.** The Clerk will issue to each user IT equipment that includes appropriate applications for use relating to Council business. The Council will direct all of its email and other electronic transmissions for a User to the User’s Council email address.

**4.2 Care of the IT equipment.** Users are responsible for the general care of the IT equipment issued by the Council and it must remain free of any writing, drawing, stickers, or labels that are not the property of the Council. Only a clean, soft cloth should be used to clean the screen.

**4.3 Software.** The software and applications installed by the Council must remain on the tablet in usable condition and be readily accessible at all times. From time-to-time, the Council may require Users to check in their equipment with the Clerk to add or upgrade software applications or for periodic updates and syncing. In the event it becomes necessary to restore IT equipment to its original condition, the Council will not be responsible for the loss of any software or data deleted due to a re-format and/or re-image.

Any software, email messages, or files downloaded via the Internet into the Council system, including any issued IT equipment becomes the property of the Council and may only be used in ways that are consistent with applicable licenses, trademarks, or copyrights. The Council is the sole licensee of the software

included with IT equipment. Any copying, modification, or distribution of any software, including written documentation, by the User is prohibited. The User is responsible for complying with any and all hardware, software, service provider licensing agreements, terms of use, and copyright and other intellectual property protections.

A User may not download a file or open an email attachment unless the User knows that the file or attachment comes from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage or breach the security of the Council's information systems. A User will be held accountable for any such consequences that result from the User downloading a file or opening an email attachment for a purpose other than Council business. The Council provides antivirus software for IT equipment. Users are required to download all antivirus software updates as directed.

**4.4 Email Usage for Council Business.** A User shall use their assigned Council email account for all emails related to Council business. Emails sent or received on a User's Council email account are archived and retained by the Council's IT provider. This account shall be synced to the User's individual tablet.

**4.5 Acceptable Use.** The , Internet, and email access that the Council provides to Users will be for Council business related purposes, such as to review Town and Committee agenda materials and obtain useful information for Council related business. Council issued IT is not to be used for operation of a business for personal gain, sending chain letters, or any other purpose that interferes with normal Council business activities. Users shall not use Council issued tablets for any illegal activity.

**4.6 User Responsibility.** It is the responsibility of the User to ensure the Council provided IT equipment is kept in a reasonable and safe condition.

## **5. Insurance requirements**

If in relation to any claim for damage by theft or attempted theft you have failed to fulfil any of the following conditions, the Council will lose its right to indemnity or payment for that claim.

You must ensure that: -

(1) when Portable Computer Equipment is left unattended inside any road vehicle

- the vehicle is securely locked and all security devices set in operation
- it is kept in a locked building of substantial construction or guarded security park between the hours of 9pm and 6am unless the vehicle is aboard a ship or ferry
- the Portable Computer Equipment is concealed from view
- the Portable Computer Equipment is stored in the boot or under the parcel shelf if the vehicle is a private car

(2) when Portable Computer Equipment is in transit by air it is carried as hand luggage

(3) when Portable Computer Equipment is in transit by ship or ferry it is kept in a securely locked cabin or road vehicle aboard such vessel.

For the purpose of this Additional Clause, Portable Computer Equipment shall mean:

Personal computers, small microcomputer and similar equipment used for processing, communicating and storing electronic data, and which are designed to be carried by hand.

**6. Security of the tablet**

The User is responsible for the security of all data stored on the tablet, whether related to Council business or otherwise. The User will maintain appropriate password protection for data on the tablet, and will not delete or modify any security features that the Council loads on the tablet. A User shall notify the Clerk as soon as possible if the tablet is lost or stolen.

**7. Return of the equipment**

Users shall return their tablet/other electronic device to the Clerk when the User's term of service or employment has ended. Upon return of the tablet to the Council and following the preparation of any appropriate backup files, the tablet will be wiped clean of any and all information, and issued to the User's successor.

**8. Compliance with Policy**

The Council reserves the right to inspect any and all files stored on any and all tablets that are the property of the Council in order to ensure compliance with this policy. In the event of a violation of this policy by any elected official, the Council may take any action appropriate under the circumstances.

**9. Annual Review Date**

This document will be reviewed for any needed revisions.

**10. Acceptable Use Policy**

All users will sign the St Arvans Community Council's Usage Policy to confirm understanding and compliance with the policy prior to receiving a tablet.

User Name \_\_\_\_\_

User Signature \_\_\_\_\_

Date \_\_\_\_\_