

LONGDON PARISH COUNCIL

IT Policy

Adopted: 10th February 2026

1. Purpose

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

2. Who This Policy Applies To

- Councillors
- The Clerk

3. Email and Communication

- All council business must be conducted using official council gmail addresses only.
- Personal email accounts must not be used for council matters.
- Email passwords must be strong and changed appropriately.

4. Data Protection

- Personal and sensitive data must only be stored on council-approved systems.
- No personal data should be saved on personal devices without written permission from the Clerk.
- The council's Data Protection Policy must be followed at all times.

5. Website and Accessibility

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

6. Cybersecurity

- All devices, including personal devices used for council business must have up-to-date antivirus software and security updates.
- Two-factor authentication should be enabled wherever possible.
- Councillors and staff must report any suspicious emails or IT issues immediately.

7. Social Media and Public Communication

- Only the Clerk or Chair and Communication Officer may post on official council social media accounts.
- Personal opinions must not be shared on official platforms.
- Parish Council decisions must not be discussed on social media.

8. Training and Review

- All councillors and staff will receive regular training on IT security and data protection.
- This policy will be reviewed every year or when required.

Signed: _____(Chair)

Date: _____