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Information and Communication Technology (ICT) and Council Tablet Use Policy

Introduction

This policy sets out the rules, responsibilities, and expectations for the use of Information and Communication Technology (ICT) systems and council-owned tablets provided by Illogan Parish Council.

The policy aims to:

- Ensure ICT and tablet resources are used responsibly and professionally.
- Protect the Council's information, data, and digital assets.
- Support compliance with data protection, security, and other legal obligations.
- Define acceptable and unacceptable use.
- Set out consequences of misuse or breach.

Scope

This policy applies to all individuals who access or use Illogan Parish Council ICT systems or council-owned devices, including:

- Councillors
- Employees
- Volunteers
- Contractors
- Authorised third-party service providers

The policy covers:

- Council-owned computers, tablets, mobile phones, and related equipment
- Council email systems and internet access

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Adopted: 29.04.26

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- Software, data, and digital services
- Remote access systems, cloud platforms (including SharePoint and OneDrive)



Ownership and Purpose of Council Devices

All ICT equipment and tablets remain the property of Illogan Parish Council.

Devices are provided primarily for official Council business.

Councillor tablets are provided specifically to support councillors in carrying out their official duties.

Reasonable personal use of ICT equipment (except councillor tablets) may be permitted at the discretion of the Clerk, provided that such use:

- Does not interfere with council duties
- Does not compromise security
- Does not bring the Council into disrepute
- Takes place outside core working hours or during breaks

Council-issued tablets for councillors are **not** for personal use.

Data Protection, Security and Privacy

All users must comply with data protection legislation, including the UK GDPR and the Council's Data Protection and Privacy Policies.

Users must:

- Safeguard personal data, including names, addresses, telephone numbers, email addresses, and IP addresses
- Minimise personal data stored on devices

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- Not share or disclose personal data without proper authority
- Protect sensitive and confidential information at all times

All devices must be secured with a PIN, password, or biometric protection.

Login credentials and passwords must never be shared.

Any actual or suspected data breach must be reported to the Council Office immediately and no later than 48 hours after discovery.

Passwords and Authentication

Strong passwords are encourage to be used in line with National Cyber Security Centre (NCSC) guidance (e.g. three random words).

Multi-Factor Authentication (MFA) will be used where available.

Password requirements:

- Default passwords must be changed immediately
- Passwords must not be written down or stored insecurely
- Approved encrypted password managers must be used
- Suspected compromise must be reported immediately

Hardware and Device Management

General Care

- Equipment must be handled with care and kept in good condition
- Food and drink must be kept away from devices
- Devices must be locked when left unattended



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Restrictions

- Users must not install unauthorised software or applications
- Devices must not be dismantled, modified, or repaired by users
- Personal storage media (e.g. USB sticks) should be avoided unless authorised
- Other individuals must not be allowed to use council devices

Portable Equipment and Tablets

- Tablets and portable devices must be stored securely at all times
- Devices must not be left unattended in vehicles
- Encryption and security controls must be enabled

Loss, theft, or damage must be reported immediately to the Council Office. In cases of theft, the incident must be reported to the police and a crime reference number provided.

Monitoring and Compliance

Where legally permitted, the Council reserves the right to monitor ICT use to:

- Maintain system security
- Investigate faults or suspected misuse
- Ensure compliance with council policies and legal obligations

Monitoring will be undertaken in accordance with:

- The Investigatory Powers (Interception by Councils etc. for Monitoring and Recordkeeping Purposes) Regulations 2018
- Data protection legislation

Monitoring will be proportionate, necessary, and subject to impact assessment.

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Email and Internet Use

Users will normally be provided with a council email account where required.

Council email accounts are for council business only.

Internet use must not involve accessing or distributing illegal, offensive, or inappropriate material.

Users must comply with copyright law and must not copy or distribute material without permission.

Remote Working

When accessing council systems remotely, users must:

- Log out fully after use
- Not save passwords on non-council devices
- Avoid public or insecure computers
- Prevent unauthorised viewing of screens
- Save files only to council systems

Printed and electronic data must be stored and disposed of securely.

Social Media and Recording

Use of social media must comply with the Council's Social Media Policy.

Taking photographs, video, or audio recordings of council documents or non-public meetings is prohibited unless authorised or required as part of official duties.

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Responsibilities of Users

All users must:

- Act responsibly, lawfully, and professionally
- Maintain the security of council equipment
- Install updates when prompted
- Report faults, damage, or security concerns promptly
- Ensure their ICT use reflects positively on the Council

Breaches and Sanctions

Breaches of this policy may result in:

- Withdrawal or suspension of ICT and tablet access
- Disciplinary action (where applicable)
- Financial liability for damage caused by negligence
- Reporting to the ICO or law enforcement in serious cases

Return of Equipment

All council-owned equipment, including tablets, must be returned upon:

- End of term of office or employment
- Resignation or termination
- Request by the Council

Failure to return equipment may result in financial liability.

Review

This policy will be reviewed at least annually to ensure it remains effective and up to date.

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Reviewed – for Office use only

Review Date:

Reviewed By:

Amendments:

Minute Number:

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Appendix A:

Councillor ICT and Tablet Use Acknowledgement Form

Illogan Parish Council

This form confirms that the Councillor _____ has read and understood the *Information and Communication Technology (ICT) and Council Tablet Use Policy* and agrees to comply with its provisions.

Councillor Details

- Name (print):
- Position / Ward:
- Council-issued Tablet (if applicable): Yes / No
- Tablet Serial Number (if applicable):

Declaration

I confirm that:

- I have received, read, and understood the Council's ICT and Council Tablet Use Policy.
- I understand that all Council-provided ICT equipment and tablets remain the property of Illogan Parish Council.
- I agree to use Council ICT systems and any Council-issued tablet only in accordance with this policy and related Council policies.
- I understand my responsibilities regarding data protection, confidentiality, security, and acceptable use.
- I understand that failure to comply with this policy may result in withdrawal of access to Council systems, financial liability, or other action as appropriate.

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Councillor Signature:

Date:

For Council Use Only

- Tablet Issued by (Officer Name):
- Date Issued:
- Signature:

Tablet Return Details

- Tablet Returned To (Full Name):
- Date of Return:
- Councillor's Signature (Returning the Tablet):
- Receiving Officer's Signature (on behalf of the Council):