

Policy: IT Policy

Date of adoption by PC: 1st December 2025

1. Introduction

Brenchley and Matfield Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications. This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members and employees

2. Scope

This policy applies to all individuals who use Brenchley and Matfield parish council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Brenchley and Matfield parish council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Brenchley and Matfield parish council for work-related tasks. Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Brenchley and Matfield parish council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Brenchley and Matfield parish council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts are provided by Brenchley and Matfield parish council and are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted or password protected. Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

The following Email Disclaimer must be included in all email signatures

You have received this email from Brenchley and Matfield Parish Council. The content of this email is confidential may be legally privileged and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without written consent from the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.



BRECHLEY AND MATFIELD PARISH COUNCIL
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Brenchley and Matfield Parish Council ensures that email security is a high priority. Therefore, we have put efforts into ensuring that the message is error and virus-free. Unfortunately, full security of the email cannot be ensured as, despite our efforts, the data included in emails could be infected, intercepted, or corrupted. Therefore, the recipient should check the email for threats with proper software, as the sender does not accept liability for any damage inflicted by viewing the content of this email.

You have the right to request a correction to the details we hold by contacting Clerk@brenchleyandmatfield-pc.gov.uk
You may request to be removed as a contact at any time by contacting Clerk@brenchleyandmatfield-pc.gov.uk
To view Brenchley and Matfield Parish Council's Privacy Notice please click here <https://brenchleyandmatfield-pc.gov.uk/parish-council/>

8. Password and account security

Brenchley and Matfield parish council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote

Work Mobile devices provided by Brenchley and Matfield parish council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Brenchley and Matfield Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution (the Clerk). Report any email related security incidents or breaches to the Clerk immediately.

13. Training and awareness

Brenchley and Matfield Parish Council will provide training and resources to educate Councillors and employees about IT security best practices, privacy concerns, and technology updates.

14. Compliance and consequences

Breach of this policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed regularly to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users should contact the Clerk initially. All staff and councillors are responsible for the safety and security of Brenchley and Matfield Parish Council's IT and email systems. By



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adhering to this policy, Brenchley and Matfield Parish Council aims to create a secure and efficient IT environment.