

PEASEDOWN ST. JOHN PARISH COUNCIL ACCEPTABLE USAGE POLICY

Written: January 2020

Adopted: Personnel Committee Min. PC067–25/02/2020 / Ratified at Full Council Min. C311-17/03/2020

Last Reviewed:

If used properly, electronic communication services and devices like computers, voicemail, internet, and email can make a more efficient and productive work environment. The email, computer, internet and voicemail systems are Peasedown St John Parish Council property.

Peasedown St John Parish Council may intercept, monitor, copy, review and download any communications or files employees create or maintain on these systems.

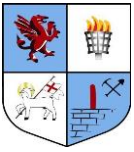
An employee's communications and use of the Peasedown St John Parish Council email, computer, internet and voicemail systems will be held to the same standard as all other council communications, including compliance with the Council's Equal Opportunities and Anti-Discrimination Policy. Employees are expected to use good judgement in their use of the Council's system.

The Personnel Committee should be notified of unsolicited, offensive materials received by any employee on any of these systems. In certain circumstances this may result in further action being taken including the matter being reported to the Police.

Furthermore, an employee's consent and compliance with email, computer, internet and voicemail policies is a term and condition of employment. Failure to abide by these rules or to consent to any interception, monitoring, copying, reviewing and downloading of any communications or files may be grounds for disciplinary action, up to and including termination of employment as documented in the Council's Disciplinary Policy.

In order to ensure proper use, a few basic rules must be observed:

1. All electronic communication services and devices provided by Peasedown St John Parish Council must not be used for harassment, messages containing offensive content or material or visiting of inappropriate websites/content that goes against the Council's Equal Opportunities and Anti-Discrimination Policy.
2. Peasedown St John Parish Council reserves the right to monitor and/or search any part of its computer or communication resources at any time and for any reason. For this reason, employees should not consider information stored on computer discs, computer programmes, computer journal entries, email, voicemail or any other electronic communication to be private.
3. All accounts and associated passwords for accessing the Council's computer resources must not be shared with another person, including a line manager or councillor.
4. Documents or spreadsheets may only be password protected with Council approval.
5. Because of the danger of malicious software (including viruses and ransomware) employees may not use any personal removable media on computers and other such equipment. There are online options for transferring of large files [e.g. wetransfer.com] which can be used as an alternative if necessary.
6. When using the internet, do not send materials of a sensitive or confidential nature unless the information is properly coded to prevent interception by third parties.



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk
www.peasedownstjohnparishcouncil.gov.uk

7. Information brought into such services and devices through the internet or other communications networks is proprietary and confidential. Employees may not copy, transfer, transmit, or otherwise share such information without the consent of the information owner except where information is already in the public domain.
8. Information on individual PCs is not backed up. As a result, documents and spreadsheets must not be stored on individual PC hard drives. All council information must be stored on Council approved cloud storage systems.

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The foregoing **Acceptable Usage Policy** has been revised and amended to reflect the changes in the Council's working practices and the latest Government legislation. It was adopted by Peasedown St John Parish Council at a meeting held on 17th March 2020.

Signed:

Chair: Cllr Kathleen Thomas

Date: 18th March 2020

Signed:

Clerk & RFO: Tanya West

Date: 18th March 2020