OGBOURNE ST ANDREW PARISH COUNCIL

IT POLICY

1. Purpose

This policy sets out how Ogbourne St Andrew 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 and Council staff

Contractors and volunteers using council systems

3. Email and Communication

All council business must be conducted using official council email addresses.

Personal email accounts must not be used for council matters.

Email passwords must be strong and changed regularly.

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 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 may post on official council social media accounts.

Personal opinions must not be shared on official platforms.

8. Training and Review

All councillors and staff will receive annual training on IT security and data protection

Date	Version Number	Amendments	Next Review
08/09/25	1		September 2026