

# BRISTON PARISH COUNCIL

The Parish Office  
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## Information Systems Policy

The following sets out Briston Parish Council's policy in respect of the Council's computer and ancillary equipment together with the responsibilities of those with authorised use.

The computer and its peripheral equipment will be housed in the Parish Office at all times, unless specific authority is granted by the Council to its removal to another premises. *[Irrespective of whether the move is temporary or permanent].*

The computer, and its peripheral equipment, is only to be used within the parameters laid down by the Council in the Standing Orders: namely, in pursuance of Council business, and only by an Authorised Person, i.e. the Clerk, the Responsible Financial Officer or the Chairman of the Council. **Each User to have their own password access to the Parish computer.**

The Council reserves the right to monitor the use of its systems for the purpose of ensuring adherence to its policy and prevailing legislation.

All information held on the computer will be backed-up to an external hard drive and in accordance with the automatic software programme. Where no such software back-up application exists, then back-up will be done at the conclusion of the day's work. The back-up device to be removed from the Parish Office at the end of the day. This is the sole responsibility of the Clerk. *[In the event of absence through sickness or holiday, then one of the remaining authorised users will be responsible.]*

No additional hardware may be added, or enabled without the prior authorisation of the Council. Software may only be purchased with the prior approval of the Council.

Only licenced software is to be used on the Council's computer.

The computer will be covered by up to date anti-virus software. The computer will be configured to enable 'updates warning' to be displayed: acceptance of the update will be the discretion of the Clerk, or other authorised person. The computer is not to be configured to allow automatic update of anti-virus software. Only Council approved information is to be uploaded onto the Parish Council website, via the Clerk, or other **authorised** person.

Nothing is to be downloaded from the internet that is not directly related to the business of the council; all such downloads must only be taken from 'credible and secure' sites.

Emails received from unknown persons or organisations are to be deleted un-opened. The Council's computer shall be configured so that emails are not opened automatically when the account is active. In the event of a virus being encountered, the system must be shut down immediately and the Chairman advised and action taken immediately to resolve the situation, via the Council's chosen computer support adviser.

**No external USB devices are to be used, except by the authorised users: Any USB devices used are to be from a known and credible sources and the information to be downloaded is to have come from a computer with active anti-virus software.**

All offensive material is banned from the Parish Council's computer systems: this includes text, graphics or any other format. This includes materials related to sex, race, disability or anything else contrary to acceptable standards of business behaviour. Pornographic images or text of any description are completely forbidden. Evidence of downloading of such materials will result in instant dismissal [employee] or referral to the Standards Board [Councillor].

The authorised user[s] shall not use the Council's computer to access personal on-line banking or other financial services. Neither shall the authorised user[s] use the Council's computer to access any sites linked to personal uses. Evidence shall result in disciplinary procedures being instigated.

Passwords are to be kept strictly confidential and must not be shared other than with the authorised users. Passwords should be changed [**period of time yet to be agreed**]: this will be undertaken by the Clerk, who shall be responsible for advising other authorised users of changes. The password should be kept in a sealed envelope and placed in the Office safe. Any requests for passwords, without the consent of the Council will be refused. For the purposes of maintaining the Parish computer, the Council's chosen computer support will have access to the computer however only the authorised user[s] will enter the password.

Materials and information sent from the Parish Office will be interpreted as being originated by an authorised user.

Implemented June 2013

Readopted: 13<sup>th</sup> April 2015      readopted 5<sup>th</sup> March 2018

Signed: Helen Simmons      signed N. Fyfe

Dated: 13/04/2015      date 5<sup>th</sup> March 2018.

Readopted 1/4/19.  
N. Fyfe