**A logo of a tree and buildings

Description automatically generated**

**SPPC ICT, Email, Internet & Phone Policy**

**INTRODUCTION**

The purpose of this policy is to set out the process by which the council manages its’ use of ICT, email, internet and phone. The policy applies to all staff and councillors who engage with these communication tools to perform the duties of their role.

**ICT**

The council uses computer hardware and software to carry out the functions of its office.

* Information collated to perform council activities is subject to the Data Protection Act 2018 and the UK GDPR that came into force under the Withdrawal Act 2020, and the council’s compliance of these are laid out in its Data Protection Policy.
* Information held electronically is backed up regularly and stored securely externally to mitigate loss through equipment failure, loss or damage.
* Council equipment is used for council business only.

**Email, Internet and Phone**

* Information sought online using council equipment is limited to council-related business only.
* Information posted on the council’s owned/run social media pages complies with the council’s Social Media Policy.
* Staff and councillors are provided a SPPC email account upon appointment. This is used for council-related business only and is not permitted for personal use.
* Staff or councillors no longer in post have their access permissions to data withdrawn and associated email account terminated.
* The council provides the Clerk with a monthly allowance towards their mobile phone.