



Bridlington Town Council

Information Technology – use of - Policy

Adopted 15/10/2025
for the Bridlington Town Council Term 2023-2027

Minute reference 155.25/26



BRIDLINGTON TOWN COUNCIL INFORMATION TECHNOLOGY POLICY

General Statement

The Town Council recognises that the spread of electronic communications and access to multiple sources of information and access through the internet is an increasing and necessary part of work for everyone.

This accessibility confers many advantages but also brings risks which need to be taken into account. Recent events in several employment sectors have shown that it is in both the employer's and the employee's interest to have an appropriate policy in place relating to the use of information technology.

Policy

- 1.** All members of staff are required to read and to comply with the conditions of the policy in respect of the way in which information technology is used. The policy includes all council IT equipment and devices.
- 2.** The Council prohibits the use of its email facilities and devices to communicate personal messages. All staff are expected to use their own personal devices for personal messages.
- 3.** The Council recognises that access to professional information by e-mail or through websites is a necessary requirement of the job for all Staff and is permitted.
- 4.** Staff are expected to use technology in a courteous, reasonable, and responsible manner.

The following activities are not acceptable, and anyone found to be involved in them may face disciplinary action. In certain instances, the matter will be considered to be gross misconduct:

- Receiving, sending, or displaying offensive messages or pictures,
 - Using obscene language,
 - Improper use of e-mail,
 - Damaging IT equipment and devices, IT systems or IT networks,
 - Violating copyright laws,
 - Intentionally wasting limited resources,
 - Employing the Council's systems for commercial purposes,
 - Employing the Council's systems for illegal activities.
- Taking the council's IT equipment and devices out of the council office, unless authorised by the Town Clerk, Deputy Town Clerk or RFO to do so for a specific event.
- 5.** It is vitally important that the business of the council can continue in case of long-term absence of a staff member. For this purpose, passwords should be shared confidentially with the Town Clerk to avoid situations where the council is 'locked out' of its own IT equipment, devices and platforms.
 - 6.** The use of personal online accounts to make purchases on behalf of the council should be avoided, with exceptions being rare, and then only with authorisation from the Town Clerk or RFO. Where there is a business need for the council to hold an account with an online

provider one should be set up in the council's name but only with the written authorisation of the Town Clerk or RFO.

- 7.** The Council encourages electronic communications.
- 8.** The Council cannot control and is not responsible for the accuracy or content of information gathered over the internet, although every precaution will be taken to try ensure as accuracy as much as is possible.
- 9.** Security is maintained by appropriate software, internal computer security settings and passwords.
- 10.** It is a requirement of the Council and the duty of all staff to avoid deliberate use of the Council's internet connections and technology for inappropriate personal use. Staff should immediately alert the Clerk, or Chair, as appropriate, of any suspect material found stored on a computer or elsewhere on the premises.
- 11.** The Council is prepared to allow staff the use of the Council's internet connections for personal access to the internet if this is carried out in their own time and whilst there is no cost to the Council. Council staff should not store personal information on council systems; this includes passwords etc.
- 12.** The IT equipment and software must be used as installed and staff may not install, uninstall, delete, or change anything on a Council computer or laptop without the express authority of a proper officer of the Council.
- 13.** The Council uses a virus checker on its computers and staff are forbidden to load data disks, flash drives or use any portable storage devices which have not been virus checked by the system.
- 14.** Access to chat rooms and gaming is not permitted on Council computers.
- 15.** Any concerns on the policy must be raised with the Clerk, or the Chair as appropriate, in the first instance and will be resolved, if necessary, by the Staffing Committee or the Town Council.
- 16.** This policy is subject to normal grievance and disciplinary rules.

I have read the policy and agree to abide by it. Once signed the policy is to be retained in the member of staff's Personnel Folder.

Signed: _____ Print name: _____ Date: _____