

South Kyme Parish Council

IT Policy

This document identifies the technology approach used in South Kyme Parish Council (the “Council”). The technology is used to share information with Councillors, Staff and the public in a secure manner while keeping that technology as user friendly as possible.

1. Roles and responsibilities

The Council employs a Clerk who is responsible for managing all aspects of this IT Policy.

2. Equipment

A laptop will be provided for use by the Clerk for all Council activities. The life of the laptop will be set at five years for budget setting.

Where printing of material is necessary the Council will provide printing facilities or pay reasonable expenses for the materials used, including printing cartridges and paper.

Should peripherals such as separate keyboard, screen, or mouse be required, requests should be made to the Council for their approval and purchase.

3. Data Storage

The IT Manager will ensure a structured storage of the Council’s virtual data using Microsoft OneDrive, which will also provide a backup facility for that data.

Hard copy data should be stored in the fire-resistant data-safe provided by the Council for the Clerks use.

4. Data Security

The data stored on behalf of the Council should adhere to the published Records Retention Policy. It should also be compliant with the Freedom of Information Policy, and Data Protection Policy.

If using the supplied fire-resistant data-safe then it should be stored in a location that can be reasonably retrieved in the case of a fire.

5. Anti-Virus

A suitable anti-virus product should be used to protect Council assets from relevant cyber threat and should be kept up to date.

6. Telephony

The Council will provide the Clerk with a suitable mobile phone for the purpose of making and receiving of calls, and to enable voicemail capability, where a personal phone facility is unavailable.

7. Remote Access

Since the removal of Covid restrictions the Council have found remote access to meetings not utilised. This facility is therefore no longer required, however it could be re-instated very quickly in the future should the demand arise.

8. Connectivity

Due to the nature of the mobile data signal at the location where the Council meetings are usually held, a broadband service is supported at that location. The current product is BT Broadband installed at the Coronation Hall and funded to the level of 50% through a standing order.

9. Software License

All software used for Council activities must be appropriate and licensed to the relevant level. This will include but not be restricted to:

- Windows Operating System
- Office software for email, word processing and financial spreadsheets
- Anti-Virus software

The current office software product is Microsoft 365 suite, incorporating Outlook, Word, and Excel.

10. Training

The Council will provide appropriate training to Councillors and Staff for the technology employed by the Council in line with the Training and Development Policy and the Training Plan.

11. Health & Safety

In line with required health and safety a regular DSE assessment should be carried out and, if necessary, the relevant corrective action taken.

12. Website

There is a regulatory need for the Council to have a formal website on which information can be easily shared with the public, the key points to be covered are:

- Financial information covering Annual Governance and Accountability Returns (AGAR) requirements.
- Minutes identifying the decisions made by the Council.
- Procedures and Policies used to manage the Council.
- List of Councillors who are members of the Council.
- Pecuniary Interests for the Councillors (or link to where they are visible).
- An Asset List for the Council.

The current website hosting is through Lincolnshire County Council, on a .GOV.UK domain.

13. Social Media

A Facebook site will be maintained to communicate with the local community. All communication through social media should comply with appropriate Council policies, notably the Communications and Social Media Policies.