



Hurstpierpoint & Sayers Common Parish Council
Email: office@hurstpierpoint-pc.gov.uk
Website: www.hurstpierpoint-pc.gov.uk
Telephone: 01273 833264

Village Centre
Trinity Road
Hurstpierpoint
West Sussex BN6 9UY

Information Technology (IT) Policy

Presented to Council on 25 September 2025

1. Purpose

This policy outlines Hurstpierpoint & Sayers Common Parish Council's approach to the secure, ethical, and efficient use of information technology (IT) resources. It ensures compliance with relevant legislation, including UK GDPR, Data Protection Act 2018, and promotes best practices for data security and system usage.

2. Scope

This policy applies to:

- The Clerk and other officers using council-owned equipment and personal devices to access or store council data
- Councillors using personal devices to access or store council data
- Contractors or volunteers granted access to council systems or data

3. Equipment Use

Council-owned devices must be used for official purposes. Limited personal use is acceptable if it does not interfere with responsibilities or breach this policy. All users must:

- Keep devices updated with antivirus and security patches
- Avoid installing unauthorised software
- Back up data regularly (to secure cloud or encrypted devices).

4. Email and Internet Use

All council-related communications must be via council-issued .gov.uk email accounts. Users must:

- Avoid using personal email for council business
- Be alert to phishing, scams, or malware threats
- Use internet services ethically and legally
- Avoid forwarding internal messages outside of the council unless certain they do not contain sensitive or confidential information

5. Data Protection and Confidentiality

Users must comply with the Council's Data Protection and Document Retention Policies. All personal or sensitive data:

- Must be securely stored and accessed only by authorised users
- Must not be stored on unencrypted on personal devices or in personal cloud accounts
- Must be protected by strong, confidential passwords.

6. Website

The Council's website, hosted under the official Hurstpierpoint-pc.gov.uk domain, is maintained by office staff, who will make all reasonable efforts to ensure that the content is accurate and up to date. Councillors are also encouraged to assist in this process by promptly notifying the Clerk or Assistant Clerk(s) if they become aware of any outdated, missing, or incorrect information on the website.

7. Reporting Incidents

Any suspected data breach or IT security incident must be reported to the Clerk immediately. Serious incidents will be escalated and reported to relevant authorities, including the ICO if required.

8. Compliance

Failure to comply with this policy may result in restricted system access or further disciplinary action. Monitoring of council-provided systems may be conducted in accordance with GDPR and other relevant legislation.

9. Review

This policy will be reviewed annually, or earlier if legislative or operational changes require it.