

# Kennington Parish Council

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## **Acceptable Use of ICT Policy** **agreed by Council on 13 September 2018 (minute No. 179.18)** **Last reviewed 9 February 2023 (minute no. 427.22)**

This policy includes the following, which should only be used for council business purposes:

- (a) Council provided equipment, e.g. laptops, printers, photocopies, phones (*Clerk*)
  - (b) Council provided systems e.g. email, internet, software (*Clerk and Councillors*)
  - (c) Council provided consumables and devices, e.g. memory sticks (*Clerk*)
- Any ICT facilities provided by the Council for members to carry out their duties as councillors are to be used for those duties only. For example, councillors should not publish their parish council email address for personal or political matters.
  - Councillors and staff must ensure that any emails containing sensitive information are sent from an official council email.
  - All emails that are used to conduct or support official Kennington Parish Council business must be sent using a “@kennington-pc.gov.uk” email address.
  - Councillors and staff should ensure that the content is relevant for an email exchange, and is sent to all relevant councillors or parishioners. Email exchanges should not be used to agree work or policies which should be conducted as business at a council meeting.
  - Under no circumstances should users communicate material which is defamatory, obscene, or does not comply with the council’s Equality and Diversity Policy.
  - It should be remembered that email is a valid form of communication, and will be treated the same as a letter or other official document.

Breach of this policy by members is considered a breach of the Code of Conduct. Breach of the policy by the Clerk may result in disciplinary action.

### **REVIEW PERIOD**

To be reviewed every two years unless there is any specific changes in between and taking into account any audit or insurance requirements.

N.B. ICT = Information and Communication Technology