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# For Information

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## **IT, Data Protection and GDPR Policy**

*A policy for dealing with abusive, persistent or vexatious complaints and complainants.*

***Adapted from SLCC Model Document***

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Reapproved: 11/03/2026

Chair: Cllr. S. Houghton

Minute Ref.: 11032026/PG3/Item 7

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*Administered by Clerk and Responsible Financial Officer to Wiswell Parish Council.*

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## **Introduction**

Wiswell Parish Council recognises the importance of secure and effective Information Technology (IT). This IT Policy provides a clear and simple guide that outlines how technology is used, how data is protected, and how council business is conducted securely online.

## **Scope**

This policy applies to all councillors, employees, contractors, and volunteers who use IT systems to carry out the council business of Wiswell Parish Council, whether on council-owned or personal devices.

The IT policy covers all IT resources used by the Parish Council, including, Computers, laptops, tablets, smartphones, networks, software and data.

## **Acceptable use of IT Resources**

Wiswell Parish Council has a duty to ensure effective and secure use of technology. IT resources and email accounts are to be used for official Council related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy.

The Council require all official communications to use a council owned email address (e.g. [clerk@wiswell-pc.gov.uk](mailto:clerk@wiswell-pc.gov.uk)). The Clerk and all Councillors at Wiswell Parish Council have a permanent council email address (.gov).

Members of the Parish Council using a Council laptop must not install additional software without permission.

All login details and passwords are to be kept secure.

## **Data Protection and GDPR**

All users must comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This includes:

- Keeping personal data secure and confidential.
- Not disclosing information without proper authorisation.
- Using encryption and secure storage where required.

## **IT Equipment and Licenses**

Wiswell Parish Council provide the Clerk with a laptop for exclusive use of Parish Council business.

The Office 365 licence (Microsoft Outlook, Word, Excel etc) is licensed to (and paid for) by Wiswell Parish Council.

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## **Website Management**

Wiswell Parish Council website is managed by Easy Webs Sites Ltd. The website is compliant with WCAG 2.2AA standards.

The website must include all required documents. The clerk is responsible for publishing the Agenda, Minutes, AGAR Documents and all relevant Council information.

To comply with the guidelines from National Association of Local Councils (NALC), Wiswell Parish Council have the website hosted under a .gov.uk.

## **Email Management**

All Councillors are provided with a Parish Council.gov.uk for exclusive use of Parish Council business.

The emails are provided and supported by Easy Web Sites Ltd who provide the following support services.

1. Creating emails
2. Changing passwords (if a Councillor was no longer in post)
3. Deleting the email box if a Councillor is no longer in the post through resignation or death

Should a Councillor no longer be in the position then the email box and all its content may at the discretion of the Council be immediately deleted.

Wiswell Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

## **Reporting security Incidents**

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact (Easy Websites) for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator (Easy websites) immediately.

## **Policy review**

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.