

Policy & Resources Committee

Date:	2 August 2016
Title:	IT Policy
Contact Officer:	Morag Robinson, Office Administration Manager

Purpose of Report

1. To provide background information relating to the IT Policy, as last adopted on 4 September 2012. Only minor amendments have been made.

Background

2. By having a formal IT Policy in place, the Council can protect itself against any liability resulting in the actions of staff whilst it assists in providing clear guidelines for employees by drawing a line between their professional and private lives.
3. It is important to ensure that all employees operate their computers in accordance with the Data Protection Act 1998 and make every effort to protect both hardware and software from misuse and/or damage.
4. Employees should never send, solicit or download inappropriate materials from the internet or email technology. The IT Policy attached as Appendix 1 sets out these guidelines accordingly.

Resource Appraisal

5. There are no associated costs at this time.

Risk Assessment

6. Without an agreed IT Policy, the Town Council may be open to legal challenge if inappropriate materials are posted on the internet or email technology.

Legal Powers: Local Government Act 1972 s111

Recommendation

It is recommended that:

- i) The IT Policy be approved.***