



**THAME**  
Town Council

Town Hall, High Street, Thame, OX9 3DP  
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Tel: 01844 212833  
Graham Hunt, Town Clerk & RFO

14 May 2019

Dear Councillor

### **Ipad Agreement**

Agendas and Committee papers will be sent electronically and to facilitate this arrangement the Council will provide you with an ipad whilst you are a Town Councillor.

Would you read carefully the principles surrounding the use of the ipad set out below and sign and date the declaration at the bottom of this letter as confirmation you agree to abide by them.

#### **Principles of Use:**

1. It is important to ensure that you operate the ipad in accordance with the Data Protection Act 2018 and make every effort to protect both hardware and software from misuse and/or damage.
2. The password set up on the ipad must not be altered.
3. The ipad is covered through the Council's insurance policy. If the ipad is stolen, lost or damaged it must be reported immediately to the Office Administration Manager. Insurance cover is limited to the UK, if you take the ipad abroad you must ensure it is covered under your own insurance policy.
4. You should never send, solicit or download inappropriate material from the Internet or email technology.
5. If you choose to download an App it should be done through a personal iTunes Account set up by you on the ipad. Any App downloaded to the ipad should be appropriate and in line with the Town Council policy.
6. The use of the Internet to access and/or distribute any kind of offensive material is not permitted.
7. Only you are authorised to use the ipad, it should not be loaned to family members or friends.
8. You are responsible at all times for the protection of Council data and information including printed materials.

9. You should not reveal confidential data to any third party. This includes personal or sensitive data (as defined under the Data Protection Act 2018), computer software source codes, login details and passwords. This may only be done if explicit permission has been given by the Town Clerk and only in accordance with Data Protection Guidelines.
10. If a problem occurs with the ipad please report this to the Office Administration Manager who will make the necessary arrangements with our IT provider to resolve the problem. You should not attempt to resolve the problem yourself.
11. You may be liable for any repair costs if it is deemed that the ipad has been mistreated.
12. In some cases remote monitoring of websites and/or emails sent will be monitored, but only in extreme cases where suspicion of illegal behaviour with regard to ipad use exists. This may only be carried out under supervision of the Town Clerk. Under no circumstances will any information that is discovered be disclosed to a third party and all investigations will strictly adhere to the Data Protection Act 2018.
13. The ipad should not be used for on-line gambling, accessing or transmitting pornography, transmitting copyright information and/or software material, posting confidential information about other Councillors, employees or the public or suppliers to the Town Council.

Contravention of any of the above regulations may lead to the ipad being withdrawn.

Yours sincerely

Graham Hunt  
Town Clerk

### **AGREEMENT TO THE PRINCIPLES OF USE OF THE IPAD FOR COUNCIL BUSINESS**

I, ....., a member of Thame Town Council, agree to the principles of use of the ipad as set out above and agree to receive all Committee papers and associated council correspondence electronically via the ipad.

Thame Town Council Security Code: .....

Ipad Serial Number: .....

Signed: .....  
Councillor

Dated: .....