

# BURTON-IN-KENDAL PARISH COUNCIL

## Digital and IT Policy

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Reviewed and Adopted on 21st May 2026

### 1. Purpose

This policy sets out how the Parish Council manages and uses its digital systems, IT equipment, and online services.

### 2. Scope

Applies to all councillors, staff, volunteers, contractors, and all devices used for council business.

### 3. Acceptable Use

Council systems must be used only for legitimate council business. Users must not install unauthorised software or access inappropriate content.

### 4. Security Requirements

Devices must be password-protected, updated, and protected with antivirus software. Sensitive data must be encrypted.

### 5. Email and Communication

Council email accounts must be used for official business. Communications must be professional.

### 6. Personal Devices (BYOD)

Personal devices may be used only if secure, password-protected, and storing council data only in approved systems.

### 7. Website and Digital Services

The Council ensures its website is accessible, accurate, and compliant with transparency regulations.

### 8. Incident Reporting

Users must report IT issues, suspected breaches, or suspicious activity immediately.

### 9. Training

The Council will provide training on cybersecurity, data protection, and digital best practice.

### 10. Review

Reviewed every two years or sooner if required.