

Scotton Parish Councillor Laptop Policy

The Council has undertaken to loan laptops to Councillors during their tenure, to assist in the specific and limited purpose of carrying out Parish Council business. Any additional peripherals such as printers, additional keyboards or supports that may be desirable are at the expense of the Councillor. Agendas and committee papers will be sent electronically, and it is not expected that these will be provided in a paper format, unless due to exceptional circumstances. Please would you read carefully the principles that surround the use of the laptop set out below and sign and date the declaration as confirmation that you agree to abide by them. A laptop will not be issued unless the declaration is signed.

Principles of Use:

1. Use of the laptop must be in accordance with the Data Protection Act 2018 and General Data Protection Regulations (GDPR) and you are expected to familiarise yourself with these principles as set out in the Council's Data Protection & Data Breach policies.
2. Every effort to protect both hardware and software from misuse and/or damage must be made. You may be liable for any repair and/or replacement costs if it is deemed that the laptop has been mistreated, or you have been negligent in its care.
3. Use of the laptop must be in accordance with the Council's Engagement & Communications Policy if social media is to be accessed using the device.
4. The passcode set up on the laptop must not be altered, however you may change your password.
5. Whenever the laptop is left unattended, even for short periods of time, the screen lock must be used or the laptop shut down.
6. You are not permitted to take the laptop abroad.
7. It is forbidden to send, solicit or download inappropriate material (such as pornographic images, inciting violence, drug abuse, illegal activities etc) from the internet or email technology.
8. Data must be stored in accordance with the council's Records Retention policy.
9. You have been provided with a laptop bag; this should be always used when transporting the laptop away from the home.
10. The laptop shall be administered by the Council offices. As such you will not be able to download and install additional software other than those already on the device.

Should you wish any additional software to be installed, please advise the Parish Office of this;

11. The use of the internet to access and / or distribute any kind of offensive material is not permitted.

12. Only you are authorised to use the laptop; it must not be loaned to family members or friends.

13. You are always responsible for the protection of Council data and information sent to the device.

14. You must not reveal confidential data to any third party. This includes, but is not limited to, sensitive data (as defined under the Data Protection Act 2018 and GDPR), computer software course codes, login details and passwords. This may only be done if explicit written permission has been given by the Clerk and only in accordance with Data Protection Guidelines.

15. You must report any damage, suspected problems, security threats or technical queries to the Council via email to clerk@duston-pc.gov.uk, unless of course, it is not possible to access your email. An initial response to technical queries can only be given during normal council office hours. If Council officers are unable to help with your query, they will contact technical support who may contact you directly. Please be reminded that all technical support may be chargeable to the Council on a time taken basis and care should therefore be taken to ensure that the query is sufficiently necessary to warrant the expense.

16. In some cases, remote monitoring of websites and/or emails sent may take place, but only in cases where suspicion of illegal behaviour about the use of the laptop exists. This may only be carried out under supervision of the 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 and GDPR.

17. The laptop must not be used for online gambling, accessing or transmitting pornography, transmitting copyright information and / or software material, posting confidential information about Councillors, employees or the public or suppliers to the Council, or to make malicious statements to any person.

18. Any purchases made through websites on the laptop are the liability of the individual Councillor and shall not be reimbursed by Scotton Parish Council.

Contravention of any of the regulations may lead to the laptop being withdrawn.

Agreed

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AGREEMENT TO THE PRINCIPLES OF USE OF THE LAPTOP FOR COUNCIL BUSINESS

I , a member of Scotton Parish Council
understand that the laptop I have been provided with is the property of the Council.

I agree to the principles of use of the laptop as set out above and agree to receive all
Committee papers and associated Council correspondence electronically via the
laptop.

I agree to return the laptop and bag immediately upon the completion of my tenure as a
Parish Councillor.

Laptop Serial Number

Signed Councillor.....

Date.....