

ST BURYAN AND LAMORNA PARISH COUNCIL

IT and Information Asset Management Policy Adopted – January 2026

Preamble

St. Buryan and Lamorna Parish Council Policies make reference to the management of information assets. This policy is intended to draw together the aspects of asset management not covered in these policies.

Policy Objectives:

- The public and all users of the Parish Council's information and IT systems are confident of the security, integrity and availability of the information used and produced
- Damage and interruption caused by security incidents are minimised
- All legislative and regulatory requirements are met
- The Parish Council's equipment and facilities are always used responsibly, securely and with integrity.

Policy Scope:

1. Email
2. Internet and World Wide Web Acceptable Usage
3. Software
4. IT Access
5. Information Protection
6. Computer, Telephone and Desk Use
7. Information storage and removable media
8. Information Security Incident Management
9. Office 365 Account
10. Cybersecurity on personal devices used for Council business
11. Equipment (electronic or otherwise) loans and leasing
12. Intellectual Property Rights (Copyright and Licensing)

All officers and Councillors are required to read and understand their obligations as outlined in this policy document and the related policies to confirm:

- That they have read and understood these key messages.
- That they understand the consequences of failure to comply with these policies.
- That they understand they have a responsibility to familiarise themselves with the information.

Asset Management register

An asset register including physical and electronic (software) assets will be maintained by the Clerk.

Related Policies

This policy should be read in conjunction with the following St. Buryan and Lamorna Parish Council policies:

Code of Conduct	Health and Safety Policy
Communication Protocol	Home Working Policy
Disciplinary Policy	Information and Data Protection Policy
Freedom of Information Policy	Privacy Notice

1. Email:

St. Buryan and Lamorna Parish Council will ensure all users (Councillors and officers) of Parish Council email facilities are aware of the acceptable use of such facilities:

1. Parish Councillor email addresses are the first name initial, followed by surname, followed by @stbryanlamorna-pc.gov.uk. For example: *swozniak@stbryanlamorna-pc.gov.uk*
2. The Clerk/RFO email address is: *clerk@stbryanlamorna-pc.gov.uk*
3. Individuals are responsible for ensuring the security of their email login identity and password, and must not disclose their password to other individuals, including other Parish Councillors.
4. Individual user login identity and passwords must only be used by that individual user, and they must be the only person who accesses their email account.
5. Users should not use non-Parish Council email accounts to conduct or support official Parish Council business.
6. Under no circumstances should users communicate material (either internally or externally) which is defamatory, offensive, or obscene.
7. When an email from a source with an address or subject line causing concern is received, it should be treated cautiously and referred to the Clerk. Do not forward the original email. Inform the Clerk of the content, including the source address and a summary of any content, link addresses and include the titles of any attachments, but not the attachments. There are no circumstances under which clicking on a suspect link or opening an attachment in a suspect email is acceptable.
8. An email has the same legal status as any other Parish Council document and can be disclosed under the UK General Data Protection Regulation (UK GDPR) or the Freedom of Information Act 2000 (FOI). Further information on this can be obtained from <https://www.gov.uk/data-protection>. Councillors and officers need to be aware of this when disclosing information in an email.
9. All official external emails will carry the Council disclaimer notice.
10. Automatic email forwarding is not permitted to prevent confidential material from being forwarded inappropriately or to addresses lacking sufficient security. Council business emails sent to a non-council address may result in the non-council email address being included in a FOI request.

2. Internet and World Wide Web Acceptable Usage:

St. Buryan and Lamorna Parish Council will ensure all users of Parish Council-provided internet access facilities (World Wide Web, Apps and Social Media) are aware of the acceptable use of such facilities:

1. Councillors and officers must not create, download, upload, display or access information sources that contain material that might be deemed illegal, defamatory, obscene or offensive.

3. Software Use and Maintenance:

St. Buryan and Lamorna Parish Council will ensure the acceptable use of software by all users of the Council's computer equipment or Information Systems.

1. Under no circumstances should personal or unsolicited software be loaded onto a Parish Council machine.
2. Every item of software on Parish Council equipment is required to have a licence permitting St. Buryan and Lamorna Parish Council usage. The Parish Council will not condone the use of any software that does not have such a licence. Using a personal licence is not an acceptable practice for the conduct of Parish Council business.
3. Individuals are not permitted to load onto Parish Council equipment software from any source not approved by the Parish Council.
4. Security software firewalls must be used at all times.
5. Individuals must not attempt to disable or reconfigure the firewall or other security software on the Parish Council's computer equipment.
6. Illegal reproduction of software is subject to civil damages and criminal penalties against the individual doing so and is not condoned in any form by the Parish Council.

4. IT Access:

St. Buryan and Lamorna Parish Council will ensure the specific requirements for protecting information and information systems against unauthorised access are met.

1. All officers and Councillors will have and use individual passwords.

2. When setting up a new password, it must consist of a minimum of 12 characters, including a mixture of letters and numbers. Symbols may also be included. At least one of the letters must be a capital letter.
3. Passwords should not contain information which allows the user to be identified. For example: dates of birth, personal names of family members, nicknames or current address information.
4. Passwords must be protected at all times and not shared with any other person without the authorisation of the Clerk.
5. Parish Council or personal computers logged into Parish Council programmes (including email and finance) or displaying Parish Council documents, being used in public areas, including meetings and the home environment, must not be left open or unattended.
6. It is an individual's responsibility to prevent their user ID and password from being used to gain unauthorised access to the Council systems and information.
7. Partner agencies or 3rd party suppliers must not be given details of how to access the Council's equipment without permission from the Clerk.

5. Information Protection:

St. Buryan and Lamorna Parish Council will ensure the protection of all information within the custody of the Council.

High standards of confidentiality, integrity and availability of information will be maintained at all times.

1. Officers and Councillors are individually responsible for ensuring the security of all information held electronically, whether on internal or external physical drives or in a cloud service storage.
2. Secure storage includes a backup copy stored separately, either on a local external drive or in cloud storage. Whether the external storage is an external hard drive or cloud service, it must be for the exclusive use of the Council and not be shared with, either permanently or temporarily, any other person or organisation.

6. Computer, Telephone and Desk Use:

St. Buryan and Lamorna Parish Council will ensure that users are aware of, and understand, the acceptable use of the Parish Council's computer and telephony resources.

1. Any IT equipment provided by the Parish Council is for use on official business only by Councillors or Council officers.
2. Private telephone calls using Parish Council equipment are not permitted.
3. When driving on Parish Council business, individuals must not answer a mobile phone, whether or not it is a hands-free set. The vehicle should be safely parked, and the engine turned off before answering or returning a call.
4. Parish Council Council officers are required to complete a DSE Assessment and submit this to the Councillor responsible for staffing matters at the start of their employment, and every three years thereafter. Officers should also submit a form if there are any substantive changes to their work environment within a three-year assessment period.
5. The Parish Council are obliged by law to provide any equipment, wherever reasonably practicable, to ensure a safe working environment for employees. The equipment remains the property of the Parish Council and should be returned to the Parish Council when employment ceases, the equipment is no longer needed, or it is damaged beyond repair.

7. Information storage and removable media

St. Buryan and Lamorna Parish Council sets out the responsibilities of all staff and Councillors in separate policy documents addressing the requirements of the UK GDPR and Freedom of Information Act 2000, and other relevant legislation.

1. All Councillors and officers must accept individual responsibility for maintaining information security standards for the use, storage and maintenance of Parish Council data on devices in their possession, including any personal or sensitive data belonging to third parties.
2. Officers and Councillors should not email Parish Council information or documents to their private email addresses under any circumstances.

3. Officers and Councillors are individually responsible for ensuring the security of all information held electronically, whether on internal or external physical drives (removable media), in cloud storage or as images (including mobile phone or tablet cameras).
4. Individuals may use their own home equipment when required for Parish Council business, but any Parish Council data stored on the equipment should be appropriately managed in line with the Parish Council's Data Retention Policy and accessible by the Clerk if required.
5. Damaged or faulty removable media devices must not be used.
6. Special care must be taken to physically protect portable equipment, removable media devices and stored data from loss, theft or damage.
7. If individuals use any device (including mobile phones, tablets, laptops, desktop and storage devices) provided by the Parish Council, it is for their exclusive use and must not be used by other individuals or members of their family.
8. Care and attention must be taken to protect against damage, loss or theft when transporting equipment and data between locations.
9. Removable media and other devices used for the conduct or storage of Parish Council business which are no longer required or have become damaged must be disposed of securely and in line with the Parish Council's Information and Data Protection Policy to avoid data leakage. Deleting data is insufficient. Disposal will follow the ICO guidelines found at <https://ico.org.uk/for-organisations/advice-and-services/audits/data-protection-audit-framework/toolkits/records-management/disposal-and-deletion/>
10. When not in use, a Parish Council-owned or personal storage device containing Parish Council data must be kept in secure and locked storage where there is no public access (for example, the Clerks' or Councillors 'home).

8. Information Security Incident Management:

St. Buryan and Lamorna Parish Council will ensure that it responds promptly and appropriately to any actual or suspected security incidents relating to Parish Council information systems and information within its custody.

1. Should a Councillor or officer suspect that they have been subject to any form of cyber attack (including phishing, malware or denial-of-service), it should be reported to the Clerk immediately, who will take the appropriate action with the Parish Council's IT Support service.
2. Suspicious files and emails should not be forwarded to anyone unless specifically asked to do so by the Parish Council's IT Support service.
3. Embedded web addresses should not be clicked on or forwarded unless they are from a recognised address, such as Cornwall Council (@cornwall.gov.uk). If a web address link appears suspicious, contact the Clerk, who will take the appropriate action with the IT Support service.

9. Office 365 Accounts:

1. All Office 365 accounts must be protected by a password which meets the Password standard set out above (4.1 to 4.4).
2. When an Officer ceases to be employed by the Parish Council or a Councillor resigns, access to the Parish Council Office 365 account will be removed, including email.

10. Cybersecurity on personal devices used for Council business.

1. Parish Council data, including all documents and images, must be stored, wherever practicable, on external devices or secure cloud storage, not on an internal hard disk.
2. Parish Council data, including all documents and images, must be stored in line with the Parish Council Document Retention Policy.
3. When a Councillor ceases to be a Parish Council member, or an officer ceases to be employed, they must remove all Parish Council data from all their personal external storage. Where the external storage has been purchased by the Parish Council, the device must be returned to the Clerk/Council as appropriate.

4. If there is data, including all documents and images, on the external storage that is not held on any other Parish Council data storage device, a copy is required to be sent to the Clerk for secure storage before the original is deleted or otherwise destroyed.
5. Similarly, when a Councillor or Officer no longer uses a personal device for Council business, all Parish Council data on that device must be removed by deletion (including ensuring the bin/trash is emptied). The device should then be reformatted.
6. Data removal must be by one of the following methods:
 1. Physical destruction of the data store.
 2. Wiping with a suitable utility. Deleting data is insufficient to remove access.
 3. Reformatting the storage device.
7. If required by the Parish Council or the Clerk, the Councillor or officer must sign a statement that all data has been removed.

11. Equipment (electronic or otherwise) Loans and Leasing

1. St. Buryan and Lamorna Parish Council equipment is lent to Councillors for the conduct of Parish Council business only.
2. St. Buryan and Lamorna Parish Council does not lend or lease equipment to third parties or to Councillors or officers for use in third-party activities.
3. All equipment lent to Councillors or officers remains the property of St. Buryan and Lamorna Parish Council.
4. Councillors and officers with St. Buryan and Lamorna Parish Council equipment are responsible for its secure and safe transport, storage and use while it is on loan and for the safe return at the end of the loan period.
5. Any loss or damage to St. Buryan and Lamorna Parish Council equipment whilst on loan must be reported to the Clerk immediately.

12. Intellectual Property Rights (Copyright and Licensing)

The Parish Council is the author of multiple assets in text and images. These assets are protected by the Copyright, Designs and Patents Act, 1988. Equally, assets used from third parties are protected by the same legislation. The Parish Council will ensure compliance with the legislation by:

1. Images and other material liable to copyright will only be used in Parish Council paper publications and electronic dissemination (for example: the Parish Council website and social media) if the Parish Council owns the copyright or has licensed its use of the material from a third party.
2. If an individual Councillor or Council officer allows the use of an image in Parish Council publicity, electronic or paper, for which that individual owns the copyright, the individual is granting a use licence to the Parish Council, but only for the purposes specified and agreed between the creator/author and the Parish Council in writing. Attribution will appear within the Parish Council publication (paper or electronic). The photographer always retains the copyright on images unless agreed in writing with the Clerk.
3. The World Wide Web and apps are not copyright-free zones. Councillors and officers downloading images from either of these sources must be able to prove that the Parish Council is licensed to use them prior to including them in any Parish Council publication (electronic or paper).
4. All license agreements must be available for inspection by the Clerk, who will retain a copy prior to publication.
5. Where the Parish Council are the Copyright holder, the Parish Council permits third parties to use material in the public domain according to the Creative Commons license *Attribution-NonCommercial-NoDerivatives 4.0 International* (CC BY-NC-ND 4.0). Further information can be found at <https://creativecommons.org/licenses/by-nc-nd/4.0/>.