



IT Policy

Internet & Email

1. Internet Use Policy

1.1 Acceptable Use

Limited use of the internet by employees of Heath Hayes & Wimblebury Parish Council (the Council) is permitted. All employees must ensure that they:

- Comply with current legislation.
- Use the internet responsibly and appropriately.
- Avoid creating unnecessary business risk to the Council.
- Ensure that personal use does not interfere with their duties.

Use of the Council's internet facilities by Parish Councillors is restricted and must be solely for Council related activities.

1.2 Unacceptable Use

The following activities are prohibited for all employees and Parish Councillors:

- Accessing websites containing obscene, hateful, pornographic or illegal material.
- Committing fraud or piracy of software, films or music.
- Sending offensive, harassing or abusive material.
- Downloading copyrighted material without permission.
- Hacking or accessing unauthorised systems.
- Publishing defamatory or knowingly false information online.
- Disclosing confidential information online.
- Wasting staff time or network resources.
- Introducing malware or malicious software.

1.3 Council Information on Third-Party Websites

Any information produced, collected or processed during Council duties remains Council property, regardless of where it is stored.

1.4 Monitoring

The Council may monitor internet usage volumes, network traffic and accessed sites where justified. Content will only be reviewed when misuse is suspected.

2. Email Use Policy

2.1 Acceptable Use

All users must:

- Comply with legislation.
- Use email responsibly.
- Avoid creating business risks.
- Ensure email use does not interfere with duties.

2.2 Unacceptable Email Use

Prohibited activities include:

- Promoting personal businesses or sending chain letters.
- Forwarding confidential information externally.
- Distributing obscene, illegal or discriminatory material.
- Harassment via email.
- Violating copyright.
- Unauthorised access to systems or accounts.
- Sending unsolicited commercial material.
- Wasting resources or introducing malware.

2.3 Monitoring

Email systems may be inspected. Monitoring is for legitimate purposes only.

3. Sanctions

Employees may face disciplinary action for breaches, ranging from warnings to dismissal. Councillors may face sanctions under the Code of Conduct.

4. Agreement

Users must sign to confirm understanding and acceptance of this policy.

Signed: L Wilson

Dated: 4th March 2026

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