

Horley Town Council

IT Policy

Horley Town Council promotes the use of computers, internet and electronic mail to improve the efficiency and effectiveness of the Council's functions. However, these facilities must be used responsibly and lawfully.

All computers have anti virus software installed. These must be run on a regular basis and any irregularities reported to the Clerk. Care must be taken not to open attachments to files which may open the computer system up to infection from virus.

All documentation should be put onto the shared drive which is backed up daily basis. Desktop PCs must not be used to store any data.

All documents are backed up on a mirror disk maintained on the small business server. In addition, online backups are maintained daily both on the online iDrive back up system and Small Business Server.

No member of staff should access offensive material using Horley Town Council facilities. Computer games or personal software should not be loaded onto Horley Town Council computers. Junk mail is a hazard of internet life and efforts should be made to isolate it at source, if not it should be deleted immediately and no attachments should be opened.

Emails should be regarded as public and permanent. Sending an e-mail is the same, in law, as sending a letter or publishing a document.

E-mail that is sent to external addresses should include the standard Town Council disclaimer clause.

It is recommended that emails are retained for a minimum of 2 years before they are deleted but subject to archiving and document control polices. Each user is responsible for ensuring that their computer is kept clean and reporting any faults to the Town Clerk.

Approved by Full Council: 7 March 2016
Next review date: April 2019