

BUCKLEY TOWN COUNCIL - POLICY IN RELATION TO THE USAGE OF IT EQUIPMENT PROVIDED BY THE COUNCIL TO MEMBERS	
CONTEXT	
	The purpose of this Policy is to set out the responsibilities of both the Town Council and the Member in relation to any electronic devise purchased by the Town Council for the use, remotely, of any Member and the protocols attached to such custody and usage.
THE LEGAL SUPPORTING DOCUMENTS	
	This Policy is supported by a number of Acts of Parliament which Members should familiarise themselves with if in doubt on any aspect of this Policy - These include:- Computer Misuse Act 1990 - This covers unauthorised access to data, devices or systems and any resulting criminal activity. Copyright, Design and Patents Act 1988 - This covers the copying or downloading of software, documentation or other intellectual property. Data Protection Act 2018 - This replaces the General Data Protection Regulations (GDPR) which ceased to be effective upon the United Kingdom leaving the EU. This covers the use, disclosure and storage of personal data. Regulations of Investigatory Powers Act 2000 - This covers guidelines for the monitoring of user activities of the equipment held remotely by Members. Other Legislation may apply in certain specific circumstances, Members should seek advice if they have any concerns over their usage of equipment by Buckley Town Council.
GENERAL CONDITIONS OF ACCEPTANCE OF I.T.EQUIPMENT SUPPLIED BY BUCKLEY TOWN COUNCIL TO ITS MEMBERS FOR THEIR USE OF THE EQUIPMENT REMOTELY	
	All Members who hold I.T. equipment owned by Buckley Town Council remotely must:- 1. Take responsibility for reading and upholding the content of this Policy. 2. Understand the conditions of this Policy and acknowledge that it will be regularly reviewed. 3. Take responsibility for their own use of the equipment and technology, ensuring that the equipment is only used in compliance of the Specific Conditions of having custody of the equipment as listed below. 4. Ensure that no application or service accessed through the usage of the equipment can bring either the individual Members, a group of Members or Buckley Town Council into disrepute. 5. Ensure that the equipment is not used in a way as to potentially bully or harass any other Member(s), Staff of the Town Council or Members of the Public. 6. Report any known misuse of the equipment, including misuse of the equipment (which can be construed as breaching this Policy) by other Members. 7. Report the loss or damage of the equipment to the Clerk as soon as possible after the loss or damage occurs. 8. Report to the Clerk any failure of the equipment which may become apparent. 9. Protect their password to access the equipment and their personal login details. Under no circumstances share password with anyone. 10. Ensure Passwords must meet minimum requirements. Minimum of 8 characters, mixture of upper and lower case letters, minimum 1 number and 1 symbol, Passwords must not include your own name or the words Buckley Town Council. 10. Log off the equipment when not in use and being left unattended. As a minimum the equipment must be "locked" when not in use. 11. Use the equipment in a manner consistent with this Policy and in particular with the Specific Conditions of Use as listed below.

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SPECIFIC USAGE CONDITIONS OF I.T. EQUIPMENT SUPPLIED BY BUCKLEY TOWN COUNCIL TO ITS MEMBERS FOR THEIR USE OF THE EQUIPMENT REMOTELY

- All Members who hold I.T. equipment owned by Buckley Town Council remotely must abide by the following Specific Usage Conditions when having custody of I.T. Equipment for use remotely from the Town Council Offices. All Members must:-
1. Acknowledge that the equipment remains in the ownership of Buckley Town Council.
 2. Upon ceasing to be a duly elected Member of Buckley Town Council, immediately return the equipment to the Clerk.
 3. Upon request from the Clerk make the equipment available to the Clerk for the purpose of installing or updating anti virus software and/or the installation of any applications or software packages authorised by Buckley Town Council.
 4. Under no circumstances should any Member install any application, software package or anti virus software, without the express permission of the Clerk.
 5. Ensure that the equipment is maintained in a safe environment and only used appropriately.
 6. That if the equipment, for whatever reason, is left where the public may have access to it, it is securely held. e.g. If the Equipment is left in a car in a public car park it should be locked in the boot.
 7. Not disable any encryption that exists on the equipment.
 8. Not install any additional applications, services or other software onto the equipment.
 9. Not prevent any updates from running and should allow the update to run when prompted.
 10. Ensure that the anti virus application is not prevented from running and must be allowed to update regularly. Any scheduled scans must not be stopped.
 11. Ensure that no personal Media Device (i.e. USB Drives) are ever connected.
 12. Ensure that the equipment whilst in the custody of the Member is insured through their own Household Insurance and/or Vehicle Insurance Policy.
 13. Ensure that any damage to the equipment is reported to the Clerk, who shall arrange repair, or replacement of the equipment with a recharge being made against the relevant Member where required.
 14. Not under any circumstances attempt, either personally or via a third party to make repairs, adaptations or alterations in any way to the physical equipment or software
 15. Accept that the equipment is supplied to the Member(s) for the sole use in respect of Buckley Town Council business. It must not be used for the business of any other Authority or for private use.
 16. Any password given in connection to/of using the equipment must be the only password used on it.