

Ringland Parish Council IT Policy

1. Introduction

Ringland Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Ringland parish council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Ringland parish council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Ringland parish council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Ringland parish council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Ringland parish council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Ringland parish council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted or marked CONFIDENTIAL and DO NOT FORWARD. Councillors must not forward Ringland Parish Council emails to external bodies without making sure there is no confidential or commercially sensitive information included.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Ringland parish council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Ringland parish council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Ringland parish council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution (the Clerk). Report any email-related security incidents or breaches to the IT administrator immediately (IT@Norfolkalc.gov.uk).

13 Training and awareness

Ringland parish council will provide access to resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive information on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the Clerk.

All staff and councillors are responsible for the safety and security of Ringland parish council's IT and email systems. By adhering to this IT and Email Policy, Ringland parish council aims to create a secure and efficient IT environment that supports its mission and goals.

Date: _____ 8th September 2025 _____

Signature: ____ Cllr L Cooper _____

Role: _____ Chair _____

Ringland Parish Council 8 September 2025

Clerks Report

To be noted and any actions agreed.

Broadband	Sky business has been commissioned at £29.94 per month with additional one off set up fee of £29.94. Installation completed. The broadband password has been sent to Councillors. Should it be put on the noticeboard in the hall for hirers?
Electricity	EDF have been very difficult and managed to charge us over £500 for one month. This was then refunded and the normal amount billed. They have now sent another bill for £80 relating to the time they supplied and Affinity billed. Am arguing the toss with them as we paid a final bill to Affinity.
Cooker	Safety check completed. May be some other works to do if we stay with Calor Gas. The hall may be able to have an electric cooker which will negate those costs.
Water heater	Getting electrician to service/check the boiler and do an electrical safety check of the hall. Agenda Item 17
Mobile phone	Mobile phone costs a bit higher the last two months with EDF energy call line being a premium rate line!
Planters	Planters delivered. Delivery costs refunded as they were so rubbish at it. Need to decide how and who to plant them up.
Highways	Richard Pearson replied to my request for help re yellow lines etc. Afternoon Kay, I will have a look when out Ringland Way next and see what Road markings could be installed. Signage wise there are already Weight Restriction signs before you get anywhere near Ringland on the main Roads that HGVs would use, especially now currently being a 3t

	weight limit. Enforcement would be a Police matter. Kind Regards Richard Pearson, Highway Engineer
Clerk Training	CiLCA registration and online training costs of £650 have been awarded by SLCC as a bursary. RPC will only need to fund the books required which may be about £260. Clerk is funding a further £300 training course which is face to face.
Safeguarding Training	Community Action Norfolk can do an online course for £150 for all councillors. 2 hours of basic safeguarding briefing.
SAM2	Rota has been found and is in the papers for this meeting.
Website	NALC has reduced the cost of our website from £140 to £70 as we are not using a managed service. They are able to add the management of a calendar/bookings service for £25 a year plus VAT. We can trial it first and see whether it will work for us. Councillors to decide if they think this is a good idea. “The cost for this year will be £59.50 +VAT for the website & email hosting, this is pro-rata as we are being our services in line with the financial year, the standard full year cost would be £70 +VAT. We do have a booking calendar system we can setup for you. The system allows you setup multiple venues (if required) shows availability and bookings, allows hires to request a booking on the venue calendar, which you can approve or decline (or edit). There is also reporting of bookings which can be exported to allow you to show usage and can also be used for preparing your hiring invoicing. This service is £25+VAT per year, this includes setup of the service and support. If you wish to go ahead or trial the calendar first, please let me know and I will setup for.”
Price in Place Forum 2 nd September	Brief verbal report on the forum.

Parish Partnership	Max funding of £25k 50:50 match funding required. Highways projects not including speed limits.
Payments made since July 14 th Meeting	Kay Montandon Salary and Allowance August and September including back pay from April 2025 due to agreed national pay scale change £308.43 and £350.43 HMRC PAYE August and September £44.57 and £55.60 Wave Water Bill (village hall) £28.23* EDF electricity bill in error £544.18 Clerk expenses £65.99 travel and printing and £24.99 for Village hall expenses* Margaret George £15 for printing for event.* Mark Andrew Gardening £840* Tesco Mobile, £9.07 and £10.19* Norfolk Stock Fencing £6060 Gordon Ellis planters £526.51 Countrystyle recycling £24* DMPayroll £72* Mark Andrews Groundswork £630* Gas cooker check £119* NALC website hosting £71.40* PKF Littlejohn External Audit £252* Sky Broadband initial fee £59.88 NALC web hosting £71.40* Approved at Council meeting 19/05/2025 or 14/7/2025 except * which were approved by Cllrs Cooper and Addington by email or signature.
Receipts since July 14 th Meeting	Canoe permits - £120 Village Hall hire - £85 Refund of delivery charge for planters - £60 Refund of electricity charges - £416.61

Inventory of Personal Data Captured, Stored and Processed by Ringland Parish Council Reviewed 08/09/2025

					4. Sharing Personal Data	
Category	Personal detail held	Purpose	How held	Legal basis for processing	With whom do we share this data	How long is it held for?
Personel - Clerk to the Council						
Contract	Terms of employment	Contractual	Electronically/Hard copy	Legal obligation		
Payroll/Pension	Address, NI no, Tax Code,	Legislative	Electronically		HMRC, payroll provider, Pension Provider, Audit	
Salary claims	Bank details	Financial	Electronically/Hard copy		Bank, Audit	
Timesheets	Hours and record of work	Contractual/Audit	Electronically			
Appraisal	Performance & development	Contractual	Electronically			
Public Contact (List)	Address, email, tel no	Public reference	Electronically/Hard copy	Public Task	Public	
Councillors						
Register of Interests	Disclosable pecuniary & other interests	Democracy	Hard Copy	Legal obligation	This is Public Knowledge	
Contact information	Name, address, email, tel no	Communication	Electronically/Hard copy	Public Task	Name is public knowledge	
Public Contact (List)	email &/or tel no	Public reference	Electronically/Hard copy	Consent	Public	
Contractors /Suppliers where we hold personal data of a natural person (not the						
Quotes/Invoices	Name, address, email, tel no, bank details	Business/Financial	Electronically/Hard copy	Contract	Audit, Public exercise of rights - inspection on audit	
Village Hall Hire						
Hirer	Name, address, email, tel no	Contractual	Electronically/Hard copy	Contract		
Canoe permits						
Applicant	Name, address, email, tel no	Contractual	Electronically/Hard copy	Contract		
Grazing applications						
Applicant	Name, address, email, tel no	Contractual	Electronically/Hard copy	Contract		
Residents						
Electoral Register	Name, address	Legislative	Hard Copy	Public Task	Public Document required by law,. RPC choose to hold.	
Email sign up	Name, address, email	Communication	Electronically/Hard copy	Consent		
Members of public						
Enquiries	Name, address email, tel no	Democracy	Electronically/Hard copy	Public Task		
Volunteers						
Village volunteers	Name, address, email, tel no	Communication	Electronically/Hard copy	Consent	Name is public knowledge, other data is confidential	