

Chiddingstone Parish Council

Members and Employee Privacy & Bring Your Own Device Acceptable Use Policy

Adopted 16.05.18
Last review 10.06.26

1. Introduction

- 1.1 This Policy sets out the type of information on Parish Councillors and the Clerk that can be published on the Parish Council's website and noticeboards.
- 1.2 This policy also sets out the responsibilities required for Parish Councillors and the Clerk regarding the use of their own devices for Parish Council business.

2. Email Addresses

- 2.1 Members of the Parish Council will be given a .chiddingstone.org email address which must be used for all Parish Council related business.

3. Publication of Members' Personal Details

- 3.1 The following personal information will be displayed on the website:

- Members' names
- Members' mobile phone numbers
- Members' area of the parish where they live
- Members' Parish Council email address

4. Publication of Clerk's Personal Details

- 4.1 The Clerk has a .chiddingstone.org email address which is used for Parish Council related business.
- 4.2 The Parish Council has a dedicated telephone line for the Clerk which is published on the website and noticeboards
- 4.3 The Parish Council's registered address is published on the website and noticeboards.

5. Bring Your Own Device

- 5.1 Each individual member and the Clerk must remain in control of the personal data for which he/she is responsible, regardless of the ownership of the device used to carry out the processing.
- 5.2 It is the responsibility of each individual member and the Clerk to ensure:
 - There must be appropriate security and virus protection in place on the device to prevent the personal data accidentally or deliberately being compromised.
 - A strong password is used
 - Encryption is used to store data
 - Access to the device is locked
 - The individual members must consider the environment in which they are accessing the Parish Council information, for example internet cafes and other hotspots may not be secure
 - Mobile Device Management is used to locate lost device and delete data on demand.
 - Sufficient care is taken downloading apps to ensure that the source is trustworthy.
 - Personal data is only transferred with maximum protection.

6. Personal Data

- 6.1 The following personal data could be stored on members' and the Clerk's personal device:
 - Planning Applications
 - Individuals Personal Information, such as email addresses, telephone numbers and postal addresses.
- 6.2 Where is the Personal Data stored?
 - On the device
 - On a server within the Parish Council's IT network
 - In a private or public cloud.