

BURTON OVERY PARISH COUNCIL

PERSONAL DEVICE USE POLICY

POLICY STATEMENT REFERENCE NUMBER	ADOPTED DATE	REVIEW DATE
13	APR 2024	SEPT 2027

BURTON OVERY PARISH COUNCIL PERSONAL DEVICE USE POLICY

1. Responsibility as a Data Controller

As a data controller, the Council has obligations relating to the confidentiality, integrity and availability of all personal data it holds. This means that the Council is accountable for any council business conducted involving personal data on any device or through any email account.

The use of personal devices and email accounts could raise the risk that personal data is processed for different purposes from which it was originally collected, kept longer than intended or becomes out of date. All members of the council should ensure they know their responsibilities in terms of only using personal data for the purposes which the council obtained it.

2. Council webmail

All Council emails to be sent using the webmail system. Any emails left on personal devices to be deleted.

3. Password and malware protection

All councillor owned devices used for parish council work to be password and malware protected.

4. Automatic locking

All councillor owned devices used for parish council work to have automatic locking if inactive for a period of time

5. Personal Data.

Editing and printing restrictions to be placed on documents containing personal data (for the Clerk using Microsoft in File / Info / Protect documents).

Documents containing personal data to be identified as such and viewed in the parish council website 'Members Area' and not downloaded to personal devices.

6. Review

This policy, together with the associated GDPR Privacy Policy, Document Retention & Disposal Policy and Data Breach Incident Policy should be reviewed at least every fourth year.