



POLICY STATEMENT

INFORMATION TECHNOLOGY

Including use and operation of Systems, Security, Internet and social media

OVERVIEW

The Romsey Town Council supports the move for the provision of a full and adequate system for its services.

The Council aims to ensure that all staff receive appropriate training to operate the systems.

DETAIL

The financing for maintenance and upgrade of IT systems is included within the rolling five-year maintenance plan for the Town Hall. This is reviewed annually by the Building Manager and presented to the B&T Committee.

All software used by the Council will have the appropriate licenses.

IT skills will be incorporated in training plans.

All official Council business by both staff and Councillors must be carried out on the systems provided.

Email use: This must only be used for official Council business.

Internet use: Full access is provided to enable comprehensive working. Personal use is permitted only during a recognised break period and must not breach the code of conduct.

Social media use: Is limited to the official Facebook and Twitter accounts and postings are only made via the office.

Data protection: Please refer to the separate Data Protection Policy.

Website privacy: this sits on your website so visitors know how you use their data.

IT security: This is managed by a contractor, BTP, who provide and manage our system, digital data and security. This is overseen by the Building Manager.

HOME OR OFF-SITE WORKING

Staff: Must be carried out on issued notebook computers with personal sign-on. These will automatically connect to all systems and be covered by our security and traceability protocols.

Councillors: Must conduct all RTC business using the provided Office 365 via their personal log-on. They will then be covered by our security and traceability protocols.

SYSTEMS PROVIDED

Operating system: Microsoft Windows, **Office and email systems:** Microsoft Office 365, **Finance, Asset, Bookings:** RBS Rialtas Suite, **Risk Management:** Risk Wizard, **Web Site:** Weebly, **Heating:** Hive. All as per latest upgrade.

LAST REVIEWED: January 2022

NEXT REVIEW DATE: January 2027