

# Briefing Note

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## GDPR Acceptable Use Policy

### **1.0 Background**

1.1 As part of the council's plan to become GDPR compliant, it has accepted a schedule of policies and documents that need to be endorsed. These policies are sourced from the NALC GDPR Toolkit (National Association for Local Councils) issued in February 2018, and may be updated after advice from CALC.

### **2.0 Outline Proposals**

2.1 The Acceptable Use Policy sets out best practice in the way that staff and councillors should use their own and council technology in the course of their council work. The policy applies to IT equipment (e.g. tablets, laptops and smartphones) as well as the facilities that the parish council may provide (e.g. email addresses, social media accounts, access to council website).

2.2 The first section of the draft policy (2.0) covers the content of communications that you might make. This means that you should only be using your device (at the time you act as councillor) for council business, and that there are constraints of what the content should be.

2.3 Section 3.0 relates to the hardware and how you manage your use of it. This includes the installation of software, the way that other equipment is connected to it and use of your council email address. References to software and other hardware in this context relate to equipment that the parish council has supplied to you or other staff. It does not set out to limit how you should use your own equipment for personal purposes. The key points are that if you use your own equipment for council business, then it needs to be virus protected and the part of the equipment used for sending and receiving council information needs to be password protected.

2.4 Section 4.0 sets out good practice for using social media when you are acting as a parish councillor or representing the council. The guidelines here are an extraction from your Code of Conduct and the GDPR General Privacy Notice.

### **3.0 Sources**

3.1 The policy has been extracted from the one adopted by Bearsted Parish Council and Cornwall Council's Members Policy. All content has been approved by Simon Mansell, Information Governance Manager & Data Protection Officer for Cornwall Council.

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