

HILLAM PARISH COUNCIL – DIGITAL INFORMATION POLICY

1. This policy outlines the ownership and management of digital information acquired on Parish Council Business.
2. Correspondence, financial and other records need to be held by The Clerk in a safe and secure system. The data held belongs to Hillam Parish Council.
3. Data should be backed-up (equipment supplied by the Parish Council) and the back-up stored in a different space to that PC/laptop normally used. The Back-up should be performed at least once a month.
4. Should The Clerk leave the post then the property should be transferred to the Chairman or the succeeding Clerk. That should be within 7 days of last date of employment.
5. All councillors and clerk should be aware that Parish Council business has legal responsibilities and a confidential element and as such data should be held in a private area on their Computers with security protection.