



RAYNE PARISH COUNCIL PERSONAL DEVICE AGREEMENT

1. Purpose and scope

Rayne Parish Council (The Parish Council) is under a legal duty to protect personal data and wishes to ensure that data that is communicated is adequately protected.

All councillors have to use personal electronic devices to access the business of the Parish Council. By signing this agreement, councillors acknowledge the risks associated with the use of privately owned devices for Council purposes and consents to Council controls and technical enhancements designed to protect the Council and its information, networks and data. It is current policy that only the Clerk is issued with a laptop to undertake Council business.

2. Definitions

- 2.1 Personal Data** is any information about a living person which can identify them. This is not just someone's name and address but any information which can identify them (directly or indirectly).
- 2.2 Device** - this includes but is not limited to a Personal Computer, laptop, tablet or smart phone.
- 2.3 Use of data covered** – accessing, viewing, storing or otherwise processing data to include (without limitation):
- Correspondence
 - Reports
 - Documents
 - Manuals
 - Council Policies
 - Electronic or printed information
 - Voicemail
 - Photographs

3. Requirements

All Councillors and staff shall comply with the following requirements -

- 3.1** You should only access council information via a secure server. Examples being a secure work place network or if you are accessing the information from a home network you will ensure that the home network security functions are enabled.
- 3.2** Your device should be protected by an anti-virus scanning programme.
- 3.3** You must not access council information using public free Wi Fi services, for example those provided by restaurants, due to the lack of security.
- 3.4** You should only use your parish council email account for council business and ensure the email account is kept secure so that council personal information is not disclosed to any unauthorized third party

Date effective from: 1st April 2019

Last review date: September 2023

Next review date: September 2024

- 3.5** You must not send any council personal information to any unauthorized person thus it may not be sent to anyone other than Councillors, the Clerk or an authorized third party contracted to the Parish Council (e.g. payroll provider).
- 3.6** To ensure that no unauthorized third party may access personal information your device must be password protected
- 3.7** You should take care that when accessing or communicating personal data no 'evesdropping' from unauthorized third parties occurs
- 3.8** To ensure adequate security, council information should not be stored using file sharing solutions, other than the Council's own Cloud-based sharing system.
- 3.9** In view of GDPR reporting requirements, any loss of data must be immediately reported to the Data Protection Officer or the Clerk to enable it to be appropriately reported in accordance with legislation. (within 24 hours). For example, if council information is stored on a laptop which was stolen this would need to be reported.
- 3.10** The Document Retention and Disposal Policy that has been adopted by the Parish Council is equally applicable to electronic data which should be managed or disposed of strictly in accordance with the provisions of that policy.
- 3.11** Any disposal of an electronic device must be dealt with in a secure fashion so that personal information cannot be accessed or retrieved.
- 3.12** You are aware that when your association/employment with the parish council ends, access to Council data, emails, etc. will be removed remotely.
- 3.13** You are required to change your passwords for email, website and cloud access every 6 months.
- 3.14** As the protection of our data is paramount, any Councillor or employee who does not sign this document will not be granted extension permission to access Parish Council data and emails via personal devices. Access will be via the Web Based application only. This does not hinder your ability to be a Councillor or an employee or receive all parish council data, just the way it is received.

I confirm that I have read this document and will comply with the requirements as set out above

Signed.....

Dated.....