

# Trimley St Martin Parish Council:

## Computer Equipment Policy

### Physical Security

When not in use the Computer must be stored securely.

Loss of the computer should be reported immediately to the Parish Clerk and the Police.

Serial Number etc to be registered with Parish Clerk. Also item included in PC asset register.

The computer remains the property of the PC and must be returned to the Parish Clerk within 7 days of user leaving office as Chairperson of the PC.

### Computer Security

No additional applications are to be loaded onto the computer without prior consultation with the Parish Clerk.

Security software to be kept up to date with latest version.

Access to computer MUST be by password - password to be copied to Parish Clerk.

Password MUST be changed every 3 months

Should the computer become infected with a virus the Parish Clerk should be notified immediately and no attempt should be made to send emails from the PC

The computer should not be used for storage of personal files.

### Data Security

Data storage on the PC should be in accordance with PC Data Protection Policy

All communications should meet the criteria laid down in the PC's Social Media and Electronic Communication Policy

### Declaration

I agree to abide by the provisions stated in this policy document.