

## **LEICESTER FOREST EAST PARISH COUNCIL LAPTOP POLICY**

### **Background**

The Council has undertaken to loan, when requested, basic laptops to Councillors during their tenure, for the specific and limited purpose of carrying out Parish Council business. Any additional peripherals such as printers, additional keyboards or supports that may be desirable are at the expense of the Councillor. Agendas and committee papers are saved electronically on the Parish Council's website and these will not be provided in a paper format, unless a Councillor requests it.

Council staff are provided with laptops to carry out their day today work.

### **Scope**

This policy covers all employees and Councillors of Leicester Forest East Parish Council who use laptops provided by the Parish Council.

### **Principles of Use**

1. Any laptop issued to a Councillor or staff member remains the property of Leicester Forest East Parish Council.
2. Every effort to protect both hardware and software from misuse and/or damage must be made. You may be liable for any repair and/or replacement costs if it is deemed that the laptop has been mistreated or you have been negligent in its care.
3. You are not permitted to download and install additional software other than that already on the device.
4. Only you are authorised to use the laptop; it must not be loaned to family members or friends.
5. You must not reveal confidential data to any third party. This includes, but is not limited to, sensitive data (as defined under the Data Protection Act 2018 and GDPR), login details, passwords.
6. Use of the laptop must be in accordance with the Data Protection Act 2018 and General Data Protection Regulations (GDPR) and you are expected to familiarise yourself with these principles as set out in the Council's GDPR policies.
7. The laptop must not be used for online gambling, accessing or transmitting pornography, transmitting copyright information and/or software material, posting confidential information about Councillors, employees or the public or suppliers to the Council, sending or downloading inappropriate material (e.g., inciting violence, drug abuse, illegal activities etc), or to make malicious statements to any person.

### **Security**

1. Whilst the virus protection on your laptop should prevent such things, be aware of the characteristics of spam and phishing emails and do not reply to these emails.
2. Use of the laptop must be in accordance with the Council's Data Breach, Data Protection and Social Media Policies.

3. Laptops must not be left in full view in a vehicle even for a short period of time, they must be locked in the boot.
4. Laptops must not be left in a vehicle overnight, even in a locked boot.
5. Laptops must never be left unattended in public places even for a very short period of time.
6. Whenever the laptop is left unattended, even for short periods of time, the screen lock must be used or the laptop shut down.
7. The laptop issued to you must have a password/passcode set on it. This password/passcode must be disclosed to the Clerk for safekeeping.
8. The laptop is covered through the Council's insurance policy. If the laptop is lost, stolen or damaged it must be reported to the Council offices immediately. Insurance cover is limited to the UK and does not cover accidental damage or damage through negligence.
9. In the event that a laptop is stolen, the user must notify the police and any other appropriate authority immediately. It is the user's responsibility to obtain a crime reference number and to inform the Parish Clerk as soon as possible after the event.
10. You are not permitted to take the laptop abroad.

Adopted February 2023

Reviewed February 2024

Due for Review February 2025