



## **Laptop Policy**

The Council has undertaken to loan laptops to Councillors during their tenure, to assist in the carrying out the specific and limited purpose of carrying out Town Council business. Any additional peripherals such as printers, additional keyboards or supports that may be desirable are at the expense of the Councillor. The Council will ensure that training is provided for Members and Officers in connection with this policy.

Agendas and committee papers will be sent electronically and it is not expected that these will be provided in a paper format, unless due to exceptional circumstances, e.g.: Covid-19 requiring virtual meetings.

Please would you read carefully the principles that surround the use of the laptop set out below and sign and date the declaration as confirmation that you agree to abide by them.

**A laptop will not be issued unless such a declaration is made.**

### **Principles of Use:**

1. 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 policy.
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. Use of the laptop must be in accordance with the Council's Social Media Policy if social media is to be accessed using the device.
4. The passcode set up on the laptop must not be altered, however you may change your password.
5. Whenever the laptop is left unattended, even for short periods of time, the screen lock must be used or the laptop shut down.
6. 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.

7. You are not permitted to take the laptop abroad.
8. It is forbidden to send, solicit or download inappropriate material (such as pornographic images, inciting violence, drug abuse, illegal activities etc) from the internet or email technology.
9. 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.
10. Data must be stored in accordance with the council's document control policy.
11. You have been provided with a laptop bag, this should be used at all times when transporting the laptop away from the home.
12. The laptop shall be administered by the Council offices. As such you will not be able to download and install additional software other than those already on the device. Should you wish any additional software to be installed, please advise the office of this;
13. The use of the internet to access and / or distribute any kind of offensive material is not permitted.
14. Only you are authorised to use the laptop; it **must not** be loaned to family members or friends.
15. You are always responsible for the protection of Council data and information sent to the device.
16. 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), computer software course codes, login details and passwords. This may only be done if explicit permission has been given by the Town Clerk and only in accordance with Data Protection Guidelines.
17. You must report any damage, suspected problems, security threats or technical queries to the Council via email to [office@wareham-tc.gov.uk](mailto:office@wareham-tc.gov.uk), unless of course, it is not possible to access your email. An initial response to technical queries can only be given during normal council office hours. If Council officers are unable to help with your query, they will contact technical support who may contact you directly. Please be reminded that all technical support is chargeable to the Council on a time taken basis and care should therefore be taken to ensure that the query is sufficiently necessary to warrant the expense.
18. You are not permitted to contact the Council's IT provider directly under any circumstances as this incurs a charge to the Council.

19. In some cases, remote monitoring of websites and/or emails sent may take place, but only in cases where suspicion of illegal behaviour about the use of the laptop exists. This may only be carried out under supervision of the Town Clerk. Under no circumstances will any information that is discovered be disclosed to a third party and all investigations will strictly adhere to the Data Protection Act 2018 and GDPR.
20. 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, or to make malicious statements to any person.
21. Any purchases made through websites on the laptop are the liability of the individual Councillor and shall not be reimbursed by Wareham Town Council.

**Contravention of any of the regulations may lead to the laptop being withdrawn.**

## **AGREEMENT TO THE PRINCIPLES OF USE OF THE LAPTOP FOR COUNCIL BUSINESS**

I....., a member of Wareham Town Council understand that the laptop I have been provided with is the property of the Council.

I understand that I may be financially responsible for any damage to or loss of the laptop due to accidental damage or negligence.

I agree to the principles of use of the laptop as set out above and agree to receive all Committee papers and associated Council correspondence electronically via the laptop.

I agree to return the laptop immediately upon the completion of my tenure as a Town Councillor.

Laptop Serial Number .....

Signed Councillor.....

Date.....