

## BELPER TOWN COUNCIL

### COUNCILLOR ANDROID TABLET, EMAIL, INTERNET AND SOCIAL MEDIA POLICY

#### **Background**

- 1.1 Belper Town Council at its meeting on 8 November 2016 Resolved to purchase Android Tablets for use by its Councillors.
- 1.2 This Policy aims to establish the appropriate use of the Tablets and establish proper use of the internet, social media and emails by Councillors.
- 1.3 Councillors should note that information stored on or sent from and to the Tablets will be subject to Data Protection Act 1998 and Freedom of Information Act 2000 requests.

#### **Tablets**

- 2.1 The Tablets will remain the sole property of the Council and as such should not be used for personal use by the Councillor.
- 2.2 The Council will adequately insure the Tablets against loss and theft.
- 2.3 Councillors should use the Tablets in an appropriate manner and should ensure that the Tablets are kept securely and safely.
- 2.4 The Councillor must return the Tablets to the Town Clerk on leaving office.
- 2.5 The Council will provide training for appropriate use of the Tablets, Social Media, Internet and emails.
- 2.6 Councillors should ensure that the Tablets are password protected. The password shall be given to the Town Clerk and not changed at any time except with the knowledge of the Town Clerk.
- 2.7 Councillors should only link their Council email address to the Tablet. No personal email addresses should be linked to the Tablet.
- 2.8 Councillors are encouraged to purchase a cover for the Tablet. This will be at the Councillor's own cost.
- 2.9 Councillors are expected to check their Council email account regularly and bring the Tablets to each meeting of the Council.

### **Internet use, social media and emails generally**

3.1 Councillors are expected to abide by the Good Councillor Guide and by the Council's Code of Conduct when acting in an official capacity on line, in emails and on social media.

3.2 In addition Councillors must abide by the attached Use of Internet, Social Media and Email policy attached.

3.3 Confidential emails and /or information on the Council's website must not be shared with anyone outside the Council.

3.4 The Council reserves the right to inspect the Tablets for the purpose of monitoring, recording and retaining any incoming and outgoing emails for security reasons and for monitoring compliance with this policy.