



Belper Town Council

BELPER TOWN COUNCIL

COUNCILLOR TABLET POLICY

Background

1.1 Belper Town Council have agreed for the provision of tablets for use by its Councillors to access emails and agendas and reports.

1.2 This Policy aims to establish the appropriate use of the tablets and 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 All tablets will be password protected. The password shall not be changed at any time except with the knowledge of the Town Clerk.

2.7 Council email address' will be linked to the tablet. No personal email addresses should be linked.

2.8 Cases will be provided and should be used at all times

2.9 Councillors are expected to check their Council email account regularly and bring the tablets to each meeting of the Council.



Belper Town 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 Social Media and Internet Policy.

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.

3.5 To ensure compliance with GDPR Council email access will only be provided via the allocated tablet. Council emails must not be accessed from personal devices.