

# **FARINGDON TOWN COUNCIL**

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Clerk: Sally Thurston



## **ICT provision for councillors**

1. The Council will provide all Councillors with the following personal issue ICT equipment and facilities for conducting Council business:
  - a) A Faringdon Town Council Lenovo tablet and keyboard case - Councillors may decide to use personal ICT equipment to access council resources.
  - b) A Faringdon Town Council e-mail account
  - c) Current licenced app versions of Microsoft Office applications including Outlook, Teams, Word and Excel
  - d) Support via the Cloudy IT Service Desk for these services
2. Equipment and facilities provided are for use in the work as a Councillor only and should not be used for any other purpose.
3. The Council will licence the hardware and software for use on Council related business only. Councillors using personal ICT to access Council resources must ensure licences on any personally provided equipment, including the operating system and applications, allow this type of use. Licensing remains the responsibility of the Councillor where personal equipment is used in all circumstances.
4. In addition, Councillors may access their Council e-mail account via a compatible, personal smartphone subject to the installation of apps as instructed by Cloudy IT on the device. The Councillor remains responsible for the device or airtime contract.
5. The Cloudy IT Service Desk will assist Councillors with general advice associated with the equipment and connecting to email and office applications.
6. Specific training to support Councillors in their use of Council ICT will be provided. This assumes a reasonable level of ICT literacy; general ICT training is not normally provided by the Council.
7. Councillors will be responsible for the safekeeping of any Council equipment issued to them and expected to treat it with appropriate care to avoid it being damaged, lost or stolen.
8. The loss or theft of any device with access to Council data, whether Council owned or personal, must be reported immediately to the Town Clerk to allow the earliest opportunity to assess the information risk, wipe the device, where possible, and notify the Information Commissioner's Office within the statutory 72-hour deadline under the GDPR, where necessary. The Council will contact the ICO should a breach occur.
9. Equipment remains the property of Faringdon Town Council and must be made available for inspection and maintenance on demand. All equipment must be returned to the Town Clerk at the end of the Councillor's term of office.
10. Inappropriate use of the equipment or services or breaches of the relevant associated policies may bring the Council into disrepute and result in action being taken under the Councillors' Code of Conduct.

I have received a Lenovo Tablet and agree to the conditions as stated above:

Signed \_\_\_\_\_ Date \_\_\_\_\_

I will use my personal equipment to access council information and agree to the conditions above:

Signed \_\_\_\_\_ Date \_\_\_\_\_