



Kings Hill Parish Council



Laptop Policy

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KINGS HILL PARISH COUNCIL

Laptop Policy

This document of Kings Hill Parish Council (KHPC) serves to outline the policy on the use and storage of parish council provided laptops.

Purpose

Laptop computers provide important functionality, allowing employees to have their computing resource at hand in meetings / workplace or even at home in certain time pressing situations to enable employees to be maximally functional and productive while away from office premises.

This Policy describes the controls necessary to minimize information security and laptop damage risks. Laptop computers may be viewed as an essential and convenient business tool, but their very portability makes them particularly vulnerable to physical damage or theft. The impact of such a breach includes not just the replacement value of the hardware and software but also the value of organizational data on them, or accessible through them.

Scope

This Policy and the procedures herein affect all employees who use laptops for official purposes. Employees are also advised that in addition to the terms and conditions of laptop usage as reflected in this Policy, employees shall also have to adhere to any terms of their respective employment agreement which mandate or restrict any action in this regard.

An employee using company provided laptops is responsible for the security of that laptop, regardless of whether the laptop is used in the office, at one's place of residence, or in any other location such as a hotel, conference room or while travelling. This Policy contains certain guidelines and restrictions on the usage of the laptop that are required to be strictly adhered to by all employees while using these laptops.

A. Intended Use of Laptops

Laptop shall be the property of Kings Hill Parish Council at all times and the employee will not have any right or interest in the said asset except using such asset during the employment or for such duration as may be decided by Kings Hill Parish Council. Employee must ensure that the laptop is being used only for official purposes and in the course of the rightful discharge of their duties and not for generating, transmitting, corresponding any content that is contrary to Kings Hill Parish Council policies. This may lead to the employee being subject to disciplinary or any other appropriate action as per Kings Hill Parish Council policies.

B. Laptop Security Controls

All laptops acquired for employees on behalf of Kings Hill Parish council shall be deemed to be the property of Kings Hill Parish Council. Each employee issued with a laptop shall be responsible for the security of that laptop, regardless of whether the laptop is used in the office, at the employee's place of residence, or in any other location such as a hotel, conference room, car or airport. Employee shall ensure security of the laptop in each of the following domains as per the stated guidelines. Laptops must compulsorily be protected by a username and password.

C. Physical Security & Theft Prevention

To ensure physical security of laptops and data therein, all employees are required to undertake the following actions:

1. The physical security of Kings Hill Parish Council provided laptops is the employee's personal responsibility. He/she is therefore required to take all reasonable precautions, be sensible and stay alert to the risks.

2. Keep your laptop in your possession and within sight whenever possible, just as if it were your wallet, handbag, or mobile phone. Be extra careful in public places such as airports, railway stations or restaurants. It takes thieves just a fraction of a second to steal an unattended laptop.
3. Never leave the laptop unattended when using it outside the office.
4. Lock the laptop away out of sight when you are not using it, preferably in a strong cupboard, filing cabinet or safe. This applies at home, in the office or in a hotel.
5. Never leave a laptop visibly unattended in a vehicle. If necessary, lock it out of sight in the trunk or glove box but it is generally much safer to take it with you.
6. Carry and store the laptop in a padded laptop computer bag or strong briefcase to reduce the chance of accidental damage.
7. Employees may not take the laptop for repair to any external agency or vendor at any point of time.
8. In case of any failure, employees are required to report the same to the management.
9. In case of the loss of laptop- be it on, or off Kings Hill Parish Council premises, due to negligence of the employee, Kings Hill Parish Council may recover the cost of the laptop from the employee. It is at the discretion of Kings Hill Parish Council to impose further penalties on account of loss of sensitive Company information.
10. If there is damage on account of the above the employee may be liable to pay the damages at cost to Kings Hill Parish council / the same may be deducted from their monthly salary.
11. Kings Hill Parish Council maintains the right to conduct inspections of any computer equipment, including all laptop it owns or manages without prior notice to the Employee who is at the time the user or custodian of such computer equipment. Employee will submit the laptop for random audit by Kings Hill Parish Council in order to check the physical presence as well as the functional usability of the asset.
12. In case of leaving the employment or being terminated for any reason, employee will hand over the asset to Kings Hill Parish Council in good condition failing which Company is authorized to charge penalty against the employee.

D. Data Security Controls

Employees are expected to ensure the security of the data within their laptops. In this regard you are to adhere to the following:

1. You are personally accountable for all network and systems access under your user ID, so keep your password secret. Never share it with anyone, not even members of your family, friends, councillors, or staff.
2. Parish Council laptops are provided for official use for authorized employees. Do not loan your laptop or allow it to be used by others such as family and friends.
3. Avoid leaving your laptop unattended and logged-on. Always shut down, log off or activate a password-protected screensaver before walking away from the machine.

E. Virus Protection

1. Email attachments are now the number one source of computer viruses. Avoid opening any email attachment unless you were expecting to receive it from that person.
2. Always virus-scan any files downloaded to your computer from any source (CD/DVD, USB hard disks and memory sticks, network files, email attachments or files from the Internet). Virus scans normally happen automatically if your virus definitions are up to date, but you can also initiate manual scans if you wish to be certain.
3. Report any security incidents (such as virus infections) promptly to the Clerk in order to minimize the damage
4. Respond immediately to any virus warning message on your computer, or if you suspect a virus (e.g., by unusual file activity) by contacting the Clerk. Do not forward any files or upload data onto the network if you suspect your PC might be infected.

F. Data Backups

1. You will be personally responsible for storing your data in one drive.
2. Remember, if the laptop is stolen, lost or damaged, or if it simply malfunctions, it may be impossible to retrieve any of the data from the laptop. Saving the data in one drive will save you a lot of heartache and extra work.

G. Use of Unauthorized Software /Content

1. Employees are required to ensure that they do not download, install or use unauthorized software programs. Unauthorized software could introduce serious security vulnerabilities into Kings Hill Parish Council networks as well as affecting the working of your laptop. Software packages that permit the computer to be 'remote controlled' (e.g., PCAnywhere) and 'hacking tools' (e.g., network sniffers and password crackers) are explicitly forbidden on Kings Hill Parish Council equipment unless they have been explicitly pre-authorized by Kings Hill Parish Council for furtherance of legitimate business purposes of Kings Hill Parish Council.
2. All software or other programs that are downloaded onto the Kings Hill Parish Council provided laptop, whether or not they are so downloaded in accordance with the business needs of Kings Hill Parish Council, or the directions of Kings Hill Parish Council in this regard, shall immediately become the sole and exclusive property of Kings Hill Parish Council and henceforth can only be used in accordance with the directions of the Kings Hill Parish Council in this regard. Further, any programs or software that were pre-installed at the time of the possession of the laptop being handed over to Kings Hill Parish Council, cannot be altered or removed, whether permanently or temporarily, in any manner whatsoever save and otherwise than in accordance with the directions of Kings Hill Parish Council in this regard.
3. The employee shall not install any unauthorized accessories/software like messengers, chatting software or any malicious software, which may cause problems to the functioning of the laptop and strictly adhere to Kings Hill Parish Council's software.
4. If there is damage on account of the above the employee may be liable to pay the damages at cost to Kings Hill Parish Council / the same will be deducted from their monthly salary.
5. As you might expect, Kings Hill Parish Council will not tolerate inappropriate materials such as pornographic, racist, defamatory, or harassing files, pictures, videos or email messages that might cause offence or embarrassment to either Kings Hill Parish Council, its employees or any third party. No employee should ever store, use, copy or circulate such material on the laptop and should not visit or attempt to visit any dubious websites. Kings Hill Parish Council shall routinely monitor the Kings Hill Parish Council network and systems for such materials and track use of the Internet by all employees. The Clerk shall report serious/repeated offenders and any illegal materials directly to the Chairman of the Parish Council and appropriate disciplinary processes will be initiated against such employees.
6. Employees are also advised that any information in digital or electronic form that they come across in the laptop computer systems provided to them, whether at the time of receiving such systems or at any time thereafter, shall be compulsorily treated by employees as confidential information ("Confidential Information"). Such Confidential Information can exist in any electronic form, including but not limited to documents, memoranda, spreadsheets, databases, encrypted data, passwords, lists of any nature, source code, object code, algorithms, software programs, emails and other communications, designs, blueprints, business projections and plans, financial data, customer and client names and contacts, supplier names and contacts, price lists and quotations, contractual documents, term sheets and executed agreements with vendors/suppliers and customers, and so on. Employees cannot use such

Confidential Information in any manner whatsoever save and otherwise than in strict accordance with the directions of Kings Hill Parish Council in this behalf. Any unauthorized usage by the employee of such Confidential Information, or any act of omission or commission of the employee which results in such unauthorized usage of Confidential Information by any third party, shall expose the employee concerned to liability and consequent action by Kings Hill Parish Council.

7. Further, in the event any employee is unsure of the status of any digital/electronic information that he or she may discover on any laptop system provided to such employee, the employee must forthwith and without any further delay communicate the existence of such information to the Clerk on the assumption that all such information is potentially Confidential Information, and thereafter follow the instructions of the Clerk in this regard. Under no circumstances shall the employee attempt to process such Confidential Information in any manner whatsoever for his or her own personal usage, and any delay in contacting the IT team in this regard shall be regarded as dereliction of duty by the employee.

H. CONSEQUENCES OF BREACH

1. Any action of the employee that are inconsistent with this Policy shall be treated as serious professional misconduct on the part of the employee, and the employee concerned shall be subject to any disciplinary proceeding, or action, deemed appropriate by Kings Hill Parish Council. Such action may also include any rights of termination or any other rights that Kings Hill Parish Council may have under the terms of the employment agreement entered by Kings Hill Parish Council with the employee concerned.
2. Kings Hill Parish Council shall bear expenses for laptop maintenance and repairs arising out of the normal wear and tear. However, in the event of any damage to the laptop arising out of the negligence, misuse or abuse of the laptop by the employee, the employee shall be solely liable to make the payment for all the expenses arising therefrom. Kings Hill Parish Council shall have the right to reclaim such expenses and deduct the same from your monthly salary.

I. SIGNING IN AND OUT OF LAPTOP

1. Prior to the removal of a laptop from council premises, you will be required to sign the laptop "out".
2. On returning the laptop to council premises, you will be required to "sign" in the laptop.
3. While returning the laptop the employee will get it checked and certified OK by the Clerk in order to ensure that the laptop is in working condition with all applications working properly.

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