

## MINUTE 711 REFERS

# Protocol for the Loan of IT Facilities to, and their Use by, Members

A copy of this protocol is on the desktop of each laptop on loan.

- 1 In this protocol, *IT facilities* means computers and pre-loaded software, together with any ancillary equipment, e.g., power-supplies and cables, issued on loan to members and signed for individually in the register maintained by the Council's IT Support Team. **The member's signature indicates both agreement as to which facilities are on loan to him/her and acceptance of the terms of this protocol.** All facilities remain the Council's property and must be returned on demand and immediately membership ceases. If need be, the Council may take steps to repossess facilities.
- 2 A Member is responsible for arranging any necessary provision of an internet connection and for payment of all charges made by his/her chosen Internet service provider. The IT Support Team will advise how the IT facilities provided can share a broadband connection, printer(s) or files or other computing facilities available to the member.
- 3 The Member is personally responsible for the safe-keeping of IT facilities while they are on loan to him/her. The Council's insurance policies will, however, normally cover the facilities against the risks of fire, flood, theft and accidental damage. Any such occurrences or any other damage, faults or failures, however arising, must be reported without delay to the IT Support Team and, if necessary, e.g., for the assessment and repair of damage, the equipment returned. Although the pre-loaded software, if damaged, can be re-loaded by the Support Team, the Member is personally responsible for backing up any stored data-files whose loss would be significant. The Council will not pay for data to be retrieved from (e.g.) damaged or failed hard drives.
- 4 The Member may not use, or permit others to use, the equipment for any purpose unrelated to his/her Council duties and activities as a member. The Council's software licences may not extend to such purposes.
- 5 Without prior approval of the Council's IT Support Team, the Member may not install any software (other than updates to the operating system and other pre-loaded programs), or disable or change security-settings, including those of internet security systems, or connect any items of ancillary hardware other than those provided.
- 6 The Member must not use the facilities, or permit their use by others, in any manner or for any purpose that is unlawful and/or which might

bring the Council or the Member into disrepute. By law, the Council may not publish any material of a party-political nature, and the IT facilities provided must not be used for the preparation and/or dissemination of any such material.

- 7 The Council may require any of the loaned facilities to be made available, on reasonable notice, for inspection and for maintenance. Access may on occasion be undertaken remotely and without notice to the Member. The Council may remove or disable any software or equipment or delete any inappropriate information stored on the computer.
- 8 The Member must keep secret any password(s) issued to him/her for the purpose of accessing restricted information and is accountable for the continued security of any such information if stored on the computer or otherwise retained by the Member. The unauthorised and inappropriate possession of personal information relating to identifiable individuals and the processing and/or disclosure of such information are prohibited under the Data Protection Act and the Member is responsible for compliance.
- 9 Any member with special responsibilities (e.g., as a member of the executive or as a committee chairmen) will need to consider whether and when material held on his/her computer has to be retained and preserved – and possibly made available under the Freedom of Information Act – as part of documentation of council business. A member's accountability under this head will be discharged by ensuring that any such material is duplicated in the Council's records.
- 10 The Council disclaims responsibility in any legal action, or for any claim, loss, costs or liability incurred by the Member (or any other person), consequential upon any failure to abide by the terms of this protocol.