

DITTISHAM PARISH COUNCIL
Incorporating the Hamlet of Capton and the Manors of Bozomzeal and Coombe

Information Management Requirements Policy

Background

Dittisham Parish Council, the Clerk and its Councillors, must comply with the Data Protection legislation and its Code of Conduct requires Councillors not to disclose confidential information. Failure to correctly manage its information is a risk to the Parish Council's reputation.

This Information Management Requirements Policy provides guidelines to councillors on how to manage information.

1. Emails

Can be viewed in these ways:

- <https://dittishamparish.co.uk:2096>
- In a tool which does not move the information – for example Thunderbird (desktop), TypeApp (desktop and phone), Apple Mail

Emails cannot be viewed in free Gmail – which may move the information outside of UK and the EU, or in Outlook as GDPR compliance seems to depend on how it is set up. Emails cannot be forwarded to a private email account.

2. Electronic Information

Locate Parish Council information in an identifiable location(s) e.g. folder.

Cloud servers must be in the UK or a location with comparable data protection legislation. (iCloud appears to not be GDPR compliant).

Dittisham Parish Council information cannot be placed on a shared device.

External drives must be encrypted.

3. Paper documents

Organise in an identifiable location(s) eg folders.

Lock-up confidential documents.

Destroy confidential documents securely – high quality shredder (the Parish Council owns an appropriate shredder).

4. Return of Dittisham Parish Council's Information

Organise documents so that the information can be easily returned or destroyed as appropriate when you cease to be a Councillor.

5. Passwords

To access DPC information (laptops/PC, email, bank) passwords **must** be:

- unique
- 11 characters or more
- a mix of alphanumeric characters (letters and numbers) and symbols at least one of each:
 - Uppercase (capital) letters. Examples: A, E, R
 - Lowercase (small) letters. Examples: a, e, r
 - Numbers. Examples: 2, 6, 7
 - Symbols and special characters. Examples: ! @ & *

Passwords should not use personal information or common words & patterns.

A password manager can help you.

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For example:

Replace letters with numbers & symbols: Choose a word or phrase and use numbers and symbols instead of some letters. Examples:

- "Spooky Halloween" becomes "sPo0kyH@lloW3En"
- "Later gator" becomes "L8rg@+0R"

Abbreviate a sentence: Come up with a sentence and use the first letter of each word. Example:

- "Uncle Peter always ate chocolate-covered everything" becomes "uP@8cCe!"

Check your password: <https://www.security.org/how-secure-is-my-password/>

6. Two step verification & Two factor authorisation recommended where available.

7. Device Protection

Use antivirus/anti-malware and secure firewall software with automatic updates on computer/PC/phone. Laptop/PC/phone must lock automatically after [not more than two minutes] if left unattended: must be locked when not in use.

Version History

Adopted by Dittisham Parish Council: 05/4/23. Revised 06/05/2026