

**Terms of Use**

The purpose of this document is to set out the terms of use for the tablets provided to Denham Parish Council members to access Parish Council email and papers.

**Objective**

The tablet device(s) is provided by the Parish Council to assist Councillors in undertaking their role more cost effectively. The tablets will also ensure that there is a reduction in the use of paper and a reduction of the carbon footprint to the Parish Council.

The flexibility and portability of the tablet means it can be used for routine tasks such as sending and receiving e-mails, accessing agendas and minutes, browsing the web, viewing planning applications and documents and researching council business.

**Equipment Provided**

Each Councillor will be provided with one Lenovo tablet, keyboard and case, one Bluetooth cable and AC cable and charger. The tablet will come with standard software applications (apps) pre-installed and preconfigured for the user.

No other apps shall be downloaded unless agreed from time to time at a meeting of the Council, in which case these will be installed by the IT support company.

**Tablet Ownership**

The tablet device(s) always remains the property of Denham Parish Council; However, it has been loaned to Councillors for their use on parish council business.

This device should be used solely by the individual to whom it has been allocated.

On ceasing to be a member of Denham Parish Council, the Councillor must return the device(s) to the Council.

The tablet is asset tagged and details of the device included on the Council's IT inventory.

**Use of Devices for Personal Purposes**

The tablet is provided for lawful business purposes only and is for sole use in the role of Councillor. The device should not be used for any illegal, immoral or profit-making activities.

## Loss of Device or Accidental Damage

Any incident of theft or accidental damage should be reported immediately to the Clerk. Should the device be lost or stolen the IT support company will remotely wipe all information from the device. Councillors may be required to contribute towards replacement, or repair, if they have been negligent.

In line with this policy, the following safety precautions should be adhered to:

- The tablet should not be left visible in a vehicle.
- Unallocated or returned devices should be secured in a locked cupboard in the office.

## Data Security

The IT support company will allocate each device, will have an unique security number and also an external asset number.

All devices will be password/PIN protected, the passwords/PINs will be issued by the Clerk and kept in the Parish Office. The pin code can be changed by the Councillor, but you will need to notify the Clerk if there is a technical issue with the tablet, or returning the tablet to the parish office, in order the tablet can be reset. These codes should be held securely by each Councillor and not disclosed to other individuals.

Whilst the equipment will remain the property of the Council, the Council will not accept responsibility for any data that is stored on the device.

|                       |  |
|-----------------------|--|
| <b>TABLET NUMBER:</b> |  |
|-----------------------|--|

## Declaration

I, Councillor \_\_\_\_\_ (Block Capitals)

hereby declare that I have read, fully understand and accept this agreement for the provision of the tablet.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This declaration was made and signed before Clerks to the Council

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_