

IT Code for Members

The Council's commitment to you

1. The Council will lend, install and maintain the computer equipment throughout your term of office (both hardware and software) provided to assist you in the discharge of your duties as a County Councillor. Where necessary, it will also provide a dedicated telephone line and access to Broadband, and meet the costs of installation, rental and/or call charges incurred for official Council business.
2. The County Council will provide training and backup support in the use of the equipment and in keeping data and information secure
3. The Council will register your entry with the Information Commissioner in respect of your duties as an elected member.

The Council's requirements

1. Sign and return the attached copy of this letter.
2. Use and take care of the equipment in accordance with the terms of this agreement and so agree:
 - (a) to use the equipment, and the telephone line installed by the County Council in connection with discharging the functions of a County Councillor. Discharging the functions of a County Councillor in this context includes the arrangements for group business. Proportionate use of the equipment provided to you by the County Council is permitted for personal purposes. Personal use in this context does not extend to Members' own commercial business use or to party political campaigning. Special arrangements will be promulgated in the run-up to elections.
 - (b) only to use the software provided or specifically approved in writing by the County Council;
 - (c) not to use consumables (for example printer paper) for campaigning and to always be conscious of whether the County Council's resources are being used appropriately.
 - (d) to comply with the County Council's ICT security policy for the use of S-Net and the Internet and any guidance issued by the County Council from time to time relating to the operation and use of the equipment and data;
 - (e) to be careful in using the equipment and not to tamper with or attach any device, or part, to it;
 - (f) not to remove the Council's identification plate or labels from the equipment;
 - (g) to tell the County Council if the equipment does not work properly so as to enable the faults to be rectified;
 - (h) not to sell or give away the equipment or use it as security for a loan;
 - (i) to reimburse the County Council all costs and expenses incurred by the County Council as a result of your not complying with the terms of this Agreement;
 - (j) to allow the County Council on reasonable notice access to your address to inspect the equipment and take it away for repair, review, replacement or upgrading and to co-operate fully when the County Council requires immediate access to the equipment;

- (k) to allow the County Council access to your place of residence upon reasonable notice to take the equipment away at the end of your term of office or upon the earlier termination of this Agreement;
3. Please take measures to guard against unauthorised or unlawful processing of personal data and against accidental loss, destruction or damage by:
- (a) complying with the County Council's policies on information and data security
 - (b) taking steps to control physical security (for example locking doors , providing secure access where SCC equipment or data is held)
 - (c) putting in place controls on access to information (for example putting in password protection and encryption)

If you do not wish to retain the Council's equipment or any part of it at any time you will notify the IMT team who will arrange for its removal.

4. The insurance of the equipment while on loan to you is a matter for the Council. Returning a signed copy of this letter and undertaking will allow the Council's insurers to provide the necessary cover. In the event that you do not comply with this undertaking, the County Council reserves the right to arrange for the removal of the equipment.

Two copies of this letter are attached. Please complete and return a signed copy to Katie Booth in Democratic Services, Room 122, County Hall.

Yours sincerely

Democratic Services Lead Manager

Head of IMT

I agree to receive on loan the equipment provided by the Council and to comply with the terms and conditions set out in the terms and conditions above.

NAME: (please print)

SIGNED:

DATED: