



GRAFHAM PARISH COUNCIL

Parish Clerk: Lisa Hazel

Chair: Mr I Gardener, 5 Haycraft Close, Grafham

Email clerk@grafhampc.org

Information & Cyber Security Policy

1. Purpose

This policy sets out the proportionate information and cyber security controls used by Grafham Parish Council to protect council data, systems, and communications in line with UK GDPR, the Data Protection Act 2018, and good governance practice for parish councils.

2. Scope

This policy applies to:

- All councillors and council officers
- Council email accounts, cloud storage, devices, and digital records
- Any personal devices used for council business

3. Core Security Arrangements

Council Email

- The Council uses a domain-specific email service (@GrafhamPC.org) hosted by IONOS.
- Password strength and account security are monitored through the hosting provider.
- Councillors and officers must use council email accounts for council business wherever practicable.

Cloud Data Storage

- Council data is stored within a secure cloud environment provided by pCloud.
- Access is restricted to authorised users only.

Backups

- Automatic secure backups of pCloud data are performed every two hours using Second Copy.
- Backups provide resilience against accidental loss, device failure, or cyber incident.

4. User Responsibilities

Councillors and officers must:

- Keep passwords secure and not share login credentials.
- Enable multi-factor authentication where available.
- Keep devices updated with current security patches.
- Avoid storing council data on unsecured personal devices.
- Report suspected cyber incidents or data loss immediately to the Clerk.

5. Incident Management

Any suspected:

- Unauthorised access
- Loss of device or data
- Malware or phishing attack
- must be reported without delay to the Clerk, who will follow the Council's Data Breach Response Procedure.

10. Adoption

This policy was approved at the Parish Council meeting of 3rd March 2026 and adopted with immediate effect.

This policy will be reviewed every 3 years or when there are major changes to legislation or best practice.

Next review: March 2029