

THE MEMBERS ICT CHARTER 

DATA SECURITY & THE MEMBER'S ICT CHARTER



THE MEMBERS ICT CHARTER 

Accessing The Internet From The iPad, Laptop or VDI:



THE MEMBERS ICT CHARTER 



ACCESSIBLE ANYWHERE

LIMITED CONNECTIVITY



MY DATA USAGE APP

ONLY ACCESSIBLE FROM HOME OR COUNCIL OFFICES

UNLIMITED CONNECTIVITY (DEPENDANT UPON BROADBAND PROVIDER)



THE MEMBERS ICT CHARTER North East Derbyshire District Council

Downloading & Installing Apps



THE APP STORE



Horizontal lines for notes.

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<https://securesite.com>



Horizontal lines for notes.

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Best Practice When Using Your Mailbox

- Your NEDDC\BDC email and mailbox may only be used for Council business.
 - You will be unable to send emails if your mailbox exceeds 250mg.
- Do not email or distribute any documentation outside the organisation.
 - Your mailbox will not accept executable files (programs).
 - Report any offensive information that is sent to your mailbox.
- Do not transmit any content that is offensive, harassing or fraudulent.
 - **Ensure that all communications are sent for professional reasons.**
 - Sign all of your correspondence.
 - Be wary of all copyright material.
 - Use Ariel 12 font when possible.



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THE MEMBERS ICT CHARTER 

Best Practice With Passwords



Members passwords are fully managed

- All passwords should be complex.
- Don't disclose your passwords.**

USE THE MICROSOFT PASSWORD CHECKER

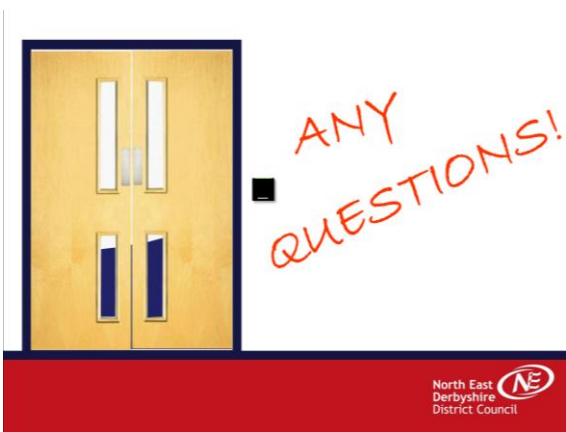
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THE MEMBERS ICT CHARTER 

Keeping your iPad / laptop secure

- All iPads and laptops must be provided by the authority.
 - Make sure that ICT kit is serviced regularly.
- Do not disclose authentication details to other parties.
 - Maintain confidentiality.
 - Physical security.
- Report lost or stolen iPads/laptops to ICT and the Data Protection Officers within Customer Service and Improvement.**

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ANY QUESTIONS!

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