

Information Technology Policy

Purpose of this policy

To ensure that Letchworth Arts and Leisure Group (LALG) has Information Technology (IT) that supports its aims and objectives, and any of its policies and operations that require IT support, such as (but not limited to) membership, record keeping and publicity.

Scope of policy

This policy applies to the central operations of LALG:-

For the purposes of this policy, IT includes software and services (such as hosting and consultancy) and any hardware purchased by LALG. Services include those contracted and paid for, and those provided by LALG volunteers.

Clauses 3 and 4 of this policy also apply to any personal IT used by LALG volunteers for communication and administration to support LALG operations and activities. However, the other provisions of the policy do not apply to any personal IT used for this purpose.

Statement of policy

1. Any IT used to deliver LALG's central operations should be approved by the LALG Committee, or the IT Group under delegated authority from the Committee.
2. The budget for procurement, development or operation of IT should be approved by the LALG Committee.
3. All IT and its use should comply with all relevant laws, in particular those related to personal information, and to the provisions of LALG's Data Protection and Equality policies.
4. All IT and its use should ensure appropriate information security, to protect data against any risks identified under LALG's Risk Management Policy.
5. All IT should be suitable for use by LALG's volunteers, after appropriate training if required.
6. LALG's use of IT should enable efficient and effective interaction with, and flexibility for, LALG's Members.
7. LALG's use of IT should enable its operations to be carried out efficiently and reduce manual effort.
8. Any IT external service set up in LALG's name, or specifically for LALG purposes, should use an identity (account or email address etc.) that is 'owned' by LALG, and recorded centrally.
9. Any person with enhanced access to LALG's IT, other than is necessary for the role they are performing, should be approved by the LALG Committee or specific authorisation from the LALG Chair. Such access should be withdrawn when no longer required or appropriate.

Review date: May 2026

This policy was reviewed by the Committee, and signed by the Chairman, at its meeting on 23 May 2023