

## **HOLWELL PARISH COUNCIL**

### **SECURITY POLICY**

**Holwell Parish Council Office: -**

**The office is located at the home of the Clerk, Mrs Ann Warner, Holly Cottage, 4 Hambridge Way, Pirton, Hitchin, Hertfordshire.**

**The office is lockable and secure**

**Filing cabinet is lockable and locked when not in use**

**There is a security box which is fire and waterproof up to 12 hours**

**The Toshiba Laptop is password secure and changed when a new clerk is employed**

**The e-mail section is password protected with a different password**

**Dated January 2011**