

Necton Parish Council

WiFi & Public Access Policy & Procedure



Document control

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Necton Parish Council provides broadband and WiFi facilities at the Community Centre. The primary purpose of this facility is to service the Parish Office and Council administration. To install software similar to other organizations that provide free-to-access WiFi is costly and in excess of the benefits to the Council or residents. However, there is scope to provide a public access WiFi on a pre-booked basis for hirers of the centre. The Council has investigated the method by which they may provide this service, whilst ensuring security of the network and electronic files.

Policy

Access to free WiFi within the Community Centre is available on a pre-booked basis to individuals and groups booking the hall or meeting room. This service is provided in good faith to hirers and the Council expects that the facility will not be abused through inappropriate or criminal activity. Hirer's must sign a form of indemnity prior to receipt of a time-restricted access password.

This facility will be monitored and reviewed regularly and will be withdrawn should there be an identified risk to the Parish Council's IT security.

This facility is available to pre-book only through the Parish Clerk.

Procedure

- Pre-booking request must be made to the Clerk, no later than 3 working days before hire date.
- A unique password will be generated and provided for use between agreed times and dates. This password will expire on the end time and will not work outside these dates.
- The hirer will sign an indemnity form prior to receiving the password.
- The Clerk will ensure that the password is activated for the start of the booking and deactivated at the end of the booking.
- The Clerk will manage a list of users, their assigned unique passwords and the time they were "on" the network. This list will be kept as part of the Parish Council's audit trail, should a breach of IT security be detected. This list will be kept for at least 6 years.

Associated documents

Communications Policy
Email & Social Media Policy
User & Password tracker (a spreadsheet)
Indemnity Form (signed copy with the booking form or invoice) See appendix 1

Appendix 1 – Indemnity Form

1. Using Necton Community Centre pre-booked WiFi

- 1 This is a free service. You can continue to use this WiFi free of charge as long as you continue to accept our Terms.
- 2 You can connect to the WiFi using a compatible phone or computer device with wireless LAN. We do not guarantee that WiFi is compatible with all hardware types and devices or guarantee device connectivity.
- 3 To connect to WiFi you will need a unique password obtained from the Parish Clerk.
- 4 This WiFi is intended for browsing the internet and using apps.
- 5 We are not responsible for the content of websites you visit while using WiFi. We may at our sole discretion restrict access to certain features and websites. If you have any concerns about this or require any further information you can contact us.
- 6 Your use of WiFi is limited to 24 hours after which time your connection will end. Further sessions will require pre-booking.
- 7 We do not guarantee uninterrupted access to WiFi and we may suspend the service at any time, for any reason, in our sole discretion.
- 8 This WiFi is not a secure network and we are not responsible for the security of the information and data which you transmit using this WiFi. We are not responsible for the accuracy of any information or data obtained from the internet using this WiFi.
- 9 WiFi will be traffic managed, including rate limiting and shaping, to endeavour to provide an equitable service to all users of the WiFi service.

2. How we use your information

- 1 By using this WiFi you agree that your device details will be stored
- 2 Any activity you undertake on this WiFi network will be logged against your device details. We use that data to monitor compliance with these Terms, to prevent and detect crime and to monitor usage of this WiFi. We reserve the right to report on any activity undertaken on this WiFi and where necessary restrict or block access to a person, account, website or device.

3. Our liability to you

- 1 Nothing in these Terms shall restrict or exclude our liability for death or personal injury arising from our negligence or our liability for fraud or fraudulent misrepresentation nor any other liability which cannot be excluded or limited under applicable law.
- 2 We shall not be liable to you in contract, tort (including negligence), breach of statutory duty or otherwise arising for:
 - loss of income or revenue;
 - loss of business;
 - loss of profits or contracts;
 - loss of anticipated savings;
 - loss of opportunity or goodwill;
 - loss of, damage to, or corruption, of data; or
 - indirect or consequential loss of any kind.

By signing this form, you are accepting our terms & conditions as outlined above. You are also agreeing to abide by these terms.

Hirer:
Name:

Date:
Password: