

Village of Magnetic Springs, Ohio

Cyber Security Policy

Effective Date: June 19, 2026
Approved By: Village Council

Purpose

The purpose of this policy is to protect the electronic data, computer systems, and digital records of the Village of Magnetic Springs from unauthorized access, viruses, cyber threats, and data loss.

Scope

This policy applies to all Village-owned computers, laptops, email accounts, software, and electronic records used by Village officials, employees, and contractors.

General Security Requirements

1. All Village devices shall be password protected.
2. Passwords should not be shared with unauthorized individuals.
3. Users shall avoid opening suspicious emails, links, or attachments.
4. Software and operating systems should be kept updated whenever possible.
5. Village information should only be accessed for official business purposes.

Virus Protection

1. The Fiscal Officer's laptop must have an active and up-to-date virus protection system installed at all times.
2. Virus protection software shall be configured to perform automatic scans and updates when possible.
3. Any suspected virus, malware, or suspicious computer activity shall be reported immediately to the Mayor or designated technology support provider.

Data Protection

1. Important Village financial and administrative records should be backed up regularly.
2. Sensitive information shall not be stored on personal devices unless authorized by the Village.
3. Users shall take reasonable precautions to prevent unauthorized access to Village data.

Internet and Email Use

1. Village internet and email systems are intended for official Village business.
2. Users shall not download unauthorized software or visit unsafe websites on Village devices.
3. Spam, phishing, or suspicious emails should be deleted and not responded to.

Incident Response

If a cyber security incident occurs, including a suspected virus infection, unauthorized access, or data breach:

1. The affected device should be disconnected from the internet if possible.
2. The incident shall be reported immediately to Village leadership.
3. Appropriate corrective actions shall be taken to protect Village systems and information.

Policy Review

This policy may be reviewed and updated periodically by the Village Council as needed.

Adopted by the Village of Magnetic Springs Council on: June 19, 2020

Mayor Signature: _____

Fiscal Officer Signature: _____

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