



middle level
commissioners

Administered IDBs

IT Policy

June 2026

The Internal Drainage Board (IDB) or District Drainage Commissioners (DDC) recognises the importance of effective and secure information technology (IT) and email usage in supporting their operations and associated communications.

Internal Drainage Board members/Drainage Commissioners and their officials or contractors are not provided IT resources by the IDB/DDC. They are expected to act responsibly and securely, using either their personal devices and software, or that provided by their business, employer or appointing authority.

The small number of IDBs/DDC that have a direct employee provide that employee with a mobile device. Mobile devices provided by the IDB/DDC should be secured with passcodes and/or biometric and/or two-factor authentication.

The Middle Level Commissioners act as the 'office' function for the IDB/DDC and employees of the MLC provide services to enable the IDB/DDC to deliver many of their core functions. The MLC have an IT Policy covering their operations (inc service provision) for their employees. Any content, passwords or links provided by the Middle Level Commissioners are intended for the recipient only (unless clearly stated) and must not be forwarded on to others.

All data and information generated by Internal Drainage Board members/Drainage Commissioners and their officials, employee or contractors that needs to be retained securely must be provided to the Middle Level Commissioners' Business Support team for retention, security and accessibility. Limited non-sensitive/confidential reference materials only are to be retained by members, officials, employees or contractors on their own devices.

Within email correspondence, members, employees, officials and contractors are reminded that they are subject to Freedom of Information legislation and emails should be professional and respectful in tone. Confidential or sensitive information must be labelled as such (refer to government [guidelines](#)).

Members, employees, officials and contractors can use emerging AI tools and software to help with their work. However, they must not upload Middle Level Commissioners, IDB/DDC owned or controlled data and information to either closed or open AI models or software. They must also respect this position with external data they or the organisation may have been provided by any 3rd parties. i.e. do not upload another organisation's information into closed or open source AI tools.

This policy will be reviewed routinely to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.