



DPN ICT POLICY

Version	2026 January Final (v2026_01f)
Last Reviewed	January 2026
Reviewer	Janus Howard
Next Review Date	January 2027

ICT POLICY

ICT is used universally to enable DPN to operate as efficiently and as environmentally sustainably as possible. Email communication, and to a lesser extent, telephones, are used to communicate in order to save travel time, fuel costs, etc. Email communication also has the advantage of leaving a paper trail of communication.

Member Messaging through the DPN-owned Network Cornwall website and the ICT Scout website, is a primary method of DPN communicating and networking with its Members. It is also – and just as importantly – a method that individual Members use to communicate back to DPN and to fellow Members. It is a 2-way process. Typical messages could be job opportunities, offers of equipment, offers of trade show stands, businesses for sale, event and courses publicity, and sale offers to fellow Members.

DPN uses email and internet-based Member Messaging to reduce as much as possible the volume of hard copies which go out in the post. It takes every opportunity to encourage its Members to do the same. As a network of ICT businesses, most members are highly computer literate and use the internet and e-mail as their primary form of communication.

The most common applications used by DPN are:

1. ACT (contact management system).

Used to store DPN Member data, ex Member data, other ICT company data, administrative data. Data includes contact details, employment, turnover, year started.

2. www.digitalpeninsula.com

Limited information made available to general public. Further information made available to logged-in DPN Members.

3. www.digitalpeninsula.com (website for DPN members).

Publishes and stores DPN Member contact details, business descriptions.

4. Excel spreadsheets.

Used to compile data where it's necessary to arrange alphabetically, financially, chronologically, etc. For example, cash forecasts linked to Member base, event attendees, Member subscriptions, etc.

5. Word.

Used extensively to write briefing documents, both internal and external, reports, summaries, briefs, guides, policies, again internally and externally.

6. Email.

Used universally. Preferred method of communication with Members (over and above phone). A significant percentage of Members deal with paperwork, emails, etc, in the evenings, particularly sole traders and micro businesses.

7. Member Messaging.

DPN's website-based shared communication system with Members. Used to communicate information, surveys, initiatives, new projects, announcements to Members.

8. Internet.

Used universally and extensively to research Members' companies, research existing and new DPN initiatives, research local economic, business, political and organisational data, potential and existing partners.

9. Google Classrooms

A virtual learning environment that streamlines file sharing between tutors and students. Assignments can be set, submitted and graded online, and announcements can be posted in a class stream that can be commented on by students and tutors in a two-way communication.

10. Video conferencing

Videoconferencing platforms such as Zoom, Microsoft Teams and GoToWebinar are used for lesson delivery, communications within DPN and with external clients.

ICT underpins every section of DPN's operations, both on a daily and a future basis. Information is almost always stored, shared and disseminated digitally. Paper records are kept to a minimum. Data import and export tools between various applications are used extensively.

The use of ICT in turn impacts on environmental sustainability in the working environment. The more use DPN makes of ICT and digital transfer, the less impact on the environment.