



Serving the communities of Datchworth, Bulls Green, Burnham Green & Hooks Cross

Information Security Policy

Adopted: 28th June 2022
Review: June 2023

DRAFT

STATEMENT OF INTENT

The purpose of the policy is to ensure the confidentiality, integrity and availability of information is maintained by implementing best practice to minimise risk.

Information exists in many forms including: -

- printed or written on paper
- stored electronically
- published on the internet
- transmitted by post or electronically
- conversational and voice recorded

Information Security requires the adherence to both the Record Management and the Data Protection policies of the Council.

The Clerk holds the Parish Council computer, which is password protected, along with software and banking logins. Hard copy documents are stored in a locked area and the keys are retained by the Clerk and the Chair. Passwords are to be logged and kept secure.

The Parish Council computer(s) and any computers/devices accessed by Councillors should ideally be encrypted or adequately protected (and exemption given if necessary) and have the appropriate, automatically updated virus protection software.

Information Security is primarily vested by the Clerk. However, individual Councillors are also required to meet the objectives of these policies as well as those contained within the Standing Orders and Code of Conduct.

Where sensitive information is provided, all recipients are expected to respect the nature of such information and afford it the appropriate level of security. Such security will include the prevention of access by unauthorised personnel.

Nothing within this policy, or those for Record Management and Data Protection, will detract from the basic principles of the Freedom of Information Act.

This policy will be reviewed every year or earlier if so required by legislation or additional material.

Date of policy: June 2022

Approving committee: Full Council

Date of committee meeting: 28th June 2022

Policy version reference: V1

Supersedes: N/A

Policy effective from: 28/6/22

Date for next review: June 2023