



**Corporate Policy and
Resources Committee**

**Thursday, 13th February
2020**

Subject: Review and rationalise information security policies

Report by:

Monitoring Officer

Contact Officer:

Steve Anderson
Data Protection Officer

steve.anderson@west-lindsey.gov.uk

Purpose / Summary:

This report introduces a new Acceptable Use Policy that merges and rationalises policy content from 5 existing policy documents into a single document to provide guidance to users in an easy to read plain English format.

RECOMMENDATION(S):

That Corporate Policy and Resources members:

- Approve and formally adopt the Acceptable Use Policy.
- Approve the withdrawal of the following policy documents:
 - Email Acceptable Use Policy
 - Internet Acceptable Use Policy
 - Computer, Telephone and Desk-use Policy
 - Public Service Network Acceptable Use Policy
 - Northgate Acceptable Use Policy
- Agree that any future housekeeping tasks can be delegated to the Chief Executive in consultation with the Chairs of the Joint Staff Consultative Committee (JSCC) and Corporate Policy and Resources Committee (CP&R).

IMPLICATIONS

Legal:

(N.B.) Where there are legal implications the report **MUST** be seen by the MO

Financial : FIN/147/20/SL

There are no financial implications arising from this report.

(N.B.) All committee reports **MUST** have a Fin Ref

Staffing : HR110-12-19

Please ensure this is discussed with the HR team following approval so that on-boarding and induction can be aligned.

(N.B.) Where there are staffing implications the report **MUST** have a HR Ref

Equality and Diversity including Human Rights :

NB: Please explain how you have considered the policy's impact on different groups (for example: young people, elderly, ethnic minorities, LGBT community, rural residents, disabled, others).

Data Protection Implications: This report introduces a new simplified policy to help users of technology comply with privacy and other legislation/standards.

Climate Related Risks and Opportunities: N/A

Section 17 Crime and Disorder Considerations: N/A

Health Implications: N/A

Title and Location of any Background Papers used in the preparation of this report :

None.

Risk Assessment :

--

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

x

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

x

1 Introduction

- 1.1 Since 1998 when computers were first issued to all office-based staff the council has developed and maintained policies to guide and educate users on how to use them properly and securely. Policies help to demonstrate our compliance with the legislation that governs the processing of information by electronic means. Some of our policies have been developed specifically to comply with codes of connection to networks such as the Public Service Network (PSN) and mandatory standards such as the Payment Card Industry – Data Security Standard (PCI-DSS). Consequently, we now have a set of over 30 policy documents governing all aspects of information management and security.
- 1.2 As this policy set has grown it has become more difficult for the council to demonstrate that individual policies have been effectively implemented and are regularly reviewed and updated. Users have to read and understand content spread across a large number of documents and over time this content has become duplicated and disjointed.
- 1.3 This report introduces a new Acceptable Use Policy that merges and rationalises policy content from 5 existing policy documents and one planned new policy document into a single document to provide guidance to users in an easy to read plain English format. As the current policy review progresses, we intend to look for further opportunities to modernise and rationalise policies where possible.

2 What does acceptable use mean and why is it important?

- 2.1 Acceptable use means that access to information is legitimate, it is used only for the intended purpose(s), the required standards of practice are in place to protect the confidentiality, integrity and availability of information, and the use complies with relevant legislation and regulation.
- 2.2 When we talk about ‘acceptable use’ in the information technology context we are referring to the conduct we expect from a person using our computers, systems and applications. We must tell users:
 - What they can do and what they can’t do;
 - What sanctions we can apply if they don’t comply;
 - What monitoring we carry out and when; and
 - What action they should take if things go wrong.

- 2.3 Since unacceptable use can result in sanctions being imposed on individuals, up to and including dismissal, it is important that the guidance we provide to users is as clear and simple as possible.

3 The Policy

- 3.1 The Acceptable Use Policy covers the following areas:

- Confidentiality and the use of personal data;
- Copyright compliance;
- General security;
- Password policy;
- Email acceptable usage;
- Internet and social media acceptable usage;
- Telephone acceptable use policy;
- Clear screen and clear desk policy;
- Mobile device acceptable use policy; and
- Responding to security incidents and malfunctions.

- 3.2 The new policy will subsume and replace the following policy documents:

- Email Acceptable Use Policy
- Internet Acceptable Use Policy
- Computer, Telephone and Desk-use Policy
- Public Service Network Acceptable Use Policy
- Northgate Acceptable Use Policy

4 Recommendations

- 4.1 This report introduces a new policy that will enable users to find important guidance in a single, easily readable document. The policy has been circulated to the Corporate Information Governance Group (CIGG) for comment and has received positive feedback from group members. Management Team and JSCC have been consulted and support the policy for formal adoption.

- 4.2 CP&R members are requested to:

- Approve and formally adopt the Acceptable Use Policy.
- Approve the withdrawal of the following policy documents:
 - Email Acceptable Use Policy
 - Internet Acceptable Use Policy
 - Computer, Telephone and Desk-use Policy
 - Public Service Network Acceptable Use Policy
 - Northgate Acceptable Use Policy

- Agree that any future housekeeping tasks can be delegated to the Chief Executive in consultation with the Chairs of the JSCC and CP&R committees.