



**Corporate Policy and
Resources**

16 December 2021

Subject: Information Classification and Handling Policy

Report by:

Director of Corporate Services and Monitoring
Officer

Contact Officer:

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Purpose / Summary:

The purpose of this document is to define the policies and standards that will be applied to maintain the confidentiality, integrity and availability of the information systems supporting the business functions of the council.

RECOMMENDATION(S):

CP&R approve the Information Classification and Handling Policy for formal adoption.

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

IMPLICATIONS

Legal:

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

Financial : FIN/110/22/SL

There are no financial implications arising from this report.

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

Staffing :

(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 :

Climate Related Risks and Opportunities:

Section 17 Crime and Disorder Considerations:

Health Implications:

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

Wherever possible please provide a hyperlink to the background paper/s

If a document is confidential and not for public viewing it should not be listed.

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

Key Decision:

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

Yes

No

Changes to Policy:

The changes made to the Information Classification and Handling Policy are list below:

New cover page – To comply with the current WL corporate templates

3.3 Update policies – The list of policies at part 3.3 has been updated to reflect that which is relevant to WL now.

4.1 Update policy responsibilities – Include the location for breach reporting through the WL system.

4.6 include additional CIGG responsibility (Corporate Information Governance Group) being the review of DP policies prior to JSCC and CP&R

10.1 Minor update to sentence

12.4.1 Update footer of policy to comply

12.7.2 Change of policy name and wording

12.7.3 Change of policy and wording

13.1 Sentence ended half way, remove additional words, still made reference to a different council, I have changed this to reflect WL, policy was last updated a couple of years ago so should not contain any information regarding other authorities.

13.3 include WL specific information – The policy made reference to another local authority and the information contained within was relevant to said 3rd party authority.

17.5 Change to policy name – Incorrect Policy was listed.

21.1 Remove old policy information and improve description – Description did not fully explain the requirements of security for third party access.

22.1 Change to policy name

22.3 Change to policy name

28.1 Minor Grammatical/punctuation correction (others throughout document)