



Report to: Audit Sub-Committee

Subject: Data Security Review Group - Terms of Reference

Date: 8th April 2008

Author: Manager of Resource Services

1. PURPOSE OF REPORT

At the December 2007 meeting of the Audit Sub Committee, members requested that the scope and terms of reference for the Data Security Review Group be circulated to members.

The Terms of Reference for the Data Security Review Group are provided in **Appendix A**.

2. RECOMMENDATION

Members are requested to note the Terms of Reference.

DATA SECURITY REVIEW GROUP

Members

Helen Barrington – Senior Solicitor [Chair]
Vince Rimmington – Manager of Resources Services
Mark Lane – IT Projects Manager
Gary Bennett – IT Technical Manager

Scope

All aspects of electronic data held within the Council's computing systems, including the storage, transmission and destruction of such data.

Terms of Reference

To act as a forum for the discussion of security matters relating to electronic data held by the Council.

To examine:

- the Council's practices and procedures for the handling and transfer of personal and confidential data to ensure that they comply with statutory requirements, current government policy and recognised standards;
- the processes for ensuring that these procedures are communicated to staff and the safeguards in place to ensure they are adhered to;
- whether the procedures and processes are sufficient to ensure the confidentiality of personal data and identify how they may fail;
- how internal processes and culture can be strengthened to achieve appropriate data security if necessary.

This will be achieved by:

- analysis of systems and procedures to identify compliance with policies and standards;
- making an assessment of any risks identified;
- making recommendations for practical improvements and better management of risk;
- looking at improved standards and procedures, including if necessary the introduction of better compliance and audit arrangements.