Report to Director of Organisational Development & Democratic Services

Subject: Information Security Policy Update

Date: 27 July 2016

Author: IT Research & Development Manager

Wards Affected

Not Applicable

Purpose

This report seeks approval to update the Information Security Policy.

Key Decision

This is not a Key Decision

Background

The Council's Information Security Policy was approved by Cabinet during April 2013. The Policy sets out the legal framework for information security along with clearly defined responsibilities. The Policy was updated in December 2015 and delegated powers given to the Director to approve minor updates to the Policy or any changes required in order to secure PSN compliance (or equivalent security standard.

The Corporate Data Security Group has reviewed the current policy to ensure that it is still fit for purpose and has concluded that updates to the Policy are required to meet the continual need to adequately protect the Council's information assets and ensure continued compliance with current guidance/standards.

Proposal

The proposed changes to the policy are:

- Update of job titles due to changes and internal reorganisation.
- Allow the blocking of sites deemed to be a risk to the network such as Personal Webmail and Cloud storage, unless there is a clear business requirement.
- Changes in password requirements in line with new guidance.
- Added the IT Service Delivery Manager to the staff authorised to take action during information security emergencies.

A copy of the Policy incorporating the proposed changes is at Appendix 1 to this report.

Further information on the subject of this report is available from
Gary Bennett, IT Research and Development Manager (0115) 9013871

Alternative Options

Not to approve the changes proposed, but this will result in the Policy being out of date and not complying with current guidance/standards.

Financial Implications

Any costs associated with the implementation of the Policy can be met within existing approved base budgets.

Appendices

Appendix 1 – Information Security Policy v1.6.

Background Papers

None identified

Recommendation(s)

> **THAT:**

>> **(a)** Approval is given to make the proposed changes to the Information Security Policy as set out in the report.

Reasons for Recommendations

To ensure that the Information Security Policy remains fit for purpose and adequately protects the Council's information assets and ensure continued compliance with current guidance/standards.