

Information Security Policy Framework

Policy	Topics	Lead Service	Lead Officer	Priority	Status
Information Security Policy	All policies	Customer Service (Information Management)	Head of Customer Service and Parking		Agreed
<u>Sub Policies</u>					
Security Policy	Breaches and Incidents	Customer Service (Information Management)	Information Manager	H	
Compliance Policy	Audits and Risk Assessment	Customer Service (Information Management)	Head of Customer Service and Parking	H	
<u>Records Management</u>					
Document Retention	Service Retention Lists	Customer Service (Information Management)	Information Manager	H	In Progress
Exchange and Sharing of Data	Data Sharing Protocol	Customer Service (Information Management)	Information Manager	H	
Information Classification	Security Levels	Customer Service (Information Management)	Information Manager	M	
<u>User Policies</u>					
Internet Use	At work and Council supplied home broadband	ICT	Network Systems and Support Manager	L	
Email Use		ICT	Network Systems and Support Manager	M	
Personal Use of IT	Time, Monitoring, Storage	ICT	Network Systems and Support Manager	M	
Web Authoring	Checking posted content	Customer Service (Information Management)	Web Manager	H	
Passwords		ICT	Network Systems and Support Manager	L	
Social Media		Communications	Communications Team Leader	H	Completed
Home Working		ICT	Network Systems and Support Manager	H	
Mobile Devices	Laptops, Smartphones, Tablets	ICT	Network Systems and Support Manager	H	
Storage Media	USB sticks, CD, DVD, Pictures	ICT	Network Systems and Support Manager	H	
Use of Personal Kit	Mobiles, Tablets, Laptops, Encryption	ICT	Network Systems and Support Manager	H	
<u>Computing Environment</u>					
Anti-Virus		ICT	Network Systems and Support Manager	L	

ERP C - Information Security Policy

Firewall		ICT	Network Systems and Support Manager	L	
Website and Intranet		ICT	Network Systems and Support Manager	L	
Physical Security	Server Rooms	ICT	Network Systems and Support Manager	M	
Access Control		ICT	Network Systems and Support Manager	M	
Patch Management Policy		ICT	Network Systems and Support Manager	M	
Information Back up Policy		ICT	Network Systems and Support Manager	M	
Remote Access		ICT	Network Systems and Support Manager	M	
File Store Policy	Use of drives C:, shared, removable	ICT	Network Systems and Support Manager	M	
Network Connection Points		ICT	Network Systems and Support Manager	H	
Device Port Control		ICT	Network Systems and Support Manager	H	
Payment Security	File transfer, banking	ICT	Network Systems and Support Manager	H	
Use of Private Equipment	Staff, members, visitors and customers inc Wi-Fi	ICT	Network Systems and Support Manager	H	
Back Office Systems		ICT	Network Systems and Support Manager	L	
MPLS	LAN, WAN	ICT	Network Systems and Support Manager	H	
File Transfer	Smart Phones, Laptops, Tablets, Cameras, Voice Recordings, Video Recordings	ICT	Network Systems and Support Manager	H	
Email	Storage, archive	ICT	Network Systems and Support Manager	M	
<u>Councillors</u>					
Members Information Security Guidance		Customer Service (Information Management)	Information Manager	H	In Progress
Members Using Their Own Equipment		ICT	Network Systems and Support Manager	H	
Member's Use of the Website		Customer Service (Information Management)	Web Manager	H	
ICO Good Practice Note		ICO	ICO	N/A	Completed
IDE&A Guide to DP		IDE&A	IDE&A	N/A	Completed