Information Security Policy Framework

Policy	Topics	Lead Service	Lead Officer	Priority
Information Security Policy	All policies	Customer Service (Information Management)	Head of Customer Service and Parking	
Sub Policies				
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
Records Management				
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
Document Retention	Service Retention Lists	Customer Service (Information Management)	Information Manager	L
User Policies				
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
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
Computing Environment				
Anti-Virus		ICT	Network Systems and Support Manager	L
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 Storage, archive	ICT	Network Systems and Support Manager	H
Email		ICT	Network Systems and Support Manager	M
Councillors				
Members Information Security Policy		Customer Service (Information Management)	Information Manager	H
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
IDE&A Guide to DP		IDE&A	IDE&A	N/A