

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE – 3 JULY 2019

HEAD OF HUMAN RESOURCES AND ORGANISATIONAL  
DEVELOPMENT

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ACCEPTABLE USAGE POLICY - 2019

WARD(S) AFFECTED: None

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**Purpose/Summary of Report**

- Members are invited to approve the revised Policy which has been developed to guide all ICT users on the boundaries of acceptable usage of ICT equipment and systems.

**RECOMMENDATION FOR HUMAN RESOURCES COMMITTEE**

**That:**

<b>(A)</b>	<b>The Acceptable Usage Policy be approved as proposed</b>
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1.0 Background

Following an ICT audit it was recommended that all ICT policies were rewritten. The acceptable usage policy is the policy ground work for all other ICT policies and protocols which will follow.

2.0 Report

2.1 Two separate ICT audits stated that our policies were not fit for purpose and recommended rewriting. This is the first ICT to be re-drafted and is the highest level policy related to all users of

ICT. The remaining policies are more specific to certain areas of ICT e.g. Mobile working.

- 2.2 The policy aims to guide users as to the minimum acceptable behaviour in the usage of ICT equipment and systems, and attempts to guide towards good behaviour.
- 2.3 This report has been to the LJP on the 5<sup>th</sup> June LJP following item 6.6 was added.
- 2.4 At the LJP it was suggested that an appendix of approved file sharing sites was listed. File sharing sites are not an approved method of transferring files. Under GDPR and DPA guidance we need to be able to maintain an audit of data transfer, and web based solutions circumnavigate all auditing functions. We are in the process of upgrading our firewalls and web blocking software which will enable to block access to these systems from our network. Also with the upgrade to Office 365 this will open up a number of routes to transfer and grant access to files securely.
- 2.5 Until these solutions are on offer it is requested that members use the email system to transfer files. If there are files which are too large to send in this fashion contact the ICT department.

### 3.0 Implications/Consultations

Consultation has taken place with Unison, East Herts Council Leadership Team and the policy has been approved by the Local Joint Panel.

- 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

### Background Papers

None

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