

# Hurstbourne Tarrant Parish Council Information Security Policy

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## 1. Purpose

1.1 The purpose of this policy is to **protect the parish council's assets from all threats**, whether internal or external, deliberate or accidental.

1.2 The Hurstbourne Tarrant parish council has approved this Information Security Policy.

## 2. Applicability

2.1 This Policy applies to:

2.1.1 All persons including Elected Members, Employees, Consultants, Agency staff and Contractors working for the Parish Council, external organisations working with the Council, whilst engaged on Parish Council business .

2.2 It is the responsibility of each employee and other person mentioned in Section 2.1.1 to familiarise themselves with and adhere to this Policy.

2.3 Adherence to this Policy is a condition of working for the parish council or using it's assets.

2.4 This Policy is designed to conform to standards used throughout the Public and Private Sectors.

## 3. Policy

3.1 It is the Policy of the parish council to ensure that:

- People will be protected against security threats whilst conducting Parish Council business or on Parish Council property
- Physical assets will be protected against security threats such as but not limited to theft, environmental threats and terrorism
- Confidentiality, integrity and availability of information will be assured by protection against unauthorised access, modification or theft.
- Regulatory and legislative requirements will be met
- All staff and others will briefed on this Policy (2.1.1)
- All security incidents, actual or suspected, will be reported, recorded and investigated.

## 4. Roles and Responsibilities

4.1 The overall responsibility for security within parish council.

4.2 The responsibility for day-to-day management of security rests with the Clerk, he is also responsible for maintaining this Policy.

4.3 All personnel detailed at 2.1.1 have an individual responsibility to adhere to this Policy.

## 5. Failure to comply with Hurstbourne Tarrant Information Security Policy

5.1 This document provides staff and others with essential information regarding security of the Parish Council's assets and sets out conditions to be followed. It is the responsibility of all to whom this Policy document applies to adhere to these conditions. Failure to do so may result in:

- withdrawal of access to relevant services
- informal disciplinary processes
- formal disciplinary action

5.2 Additionally if, after internal investigation, a criminal offence is suspected (for example under the Computer Misuse Act or Telecommunications Act), the Parish Council may contact the police or other appropriate enforcement authority to investigate whether a criminal offence has been committed.

## 6. Review

6.1 This policy will be reviewed to respond to any changes in the risk assessment or risk treatment plan and at least annually.

Signed:.....

**Chairman of the Parish Council**

**Dated:**

Signed:.....

**Parish Clerk**

**Dated:**

## **Glossary**

**Information –** Information takes many forms and includes data stored on computers, transmitted across networks, printed out or written on paper, sent by fax, stored on tapes and diskettes, or spoken in conversations and over the telephone.

**Confidentiality –** The protection of valuable or sensitive information from unauthorised disclosure.

**Integrity -** Safeguarding the accuracy and completeness of information by protecting against unauthorised modification

**Availability -** Ensuring information is available to the right person, in the right place, in the right form and at the right time.

**Regulatory and legislative -** This applies to record keeping; it includes the requirements of legislation such as the companies act and data Protection Act

### ***Other relevant documentation***

Access to Information Policy

For enquiries relating to this policy, contact:

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