

INFORMATION SECURITY POLICY

Approved by Council as per minutes meeting 15th August 2018

Information security is the continuous process of exercising due care and diligence to protect information systems from unauthorised access, use, disclosure, destruction, modification, disruption, or distribution. It is an indispensable part of all the Council's business operations and requires ongoing training of both staff and Members. Security

The Parish Council will ensure that our paper and electronic systems are made secure against unauthorised access and disclosure of, or damage to, information and data; both by direct human access and indirect cyber-attack. Assurance

The Parish Council will ensure that as far as possible data is not lost when critical issues arise, as over time, there will be an inevitable exposure to one or more issues such as natural disaster, computer/server malfunction, physical theft, or malicious interference.

Information kept solely in physical (paper) form that is critical to the operation of the Council e.g. Deeds, contracts of employment, leases, will be kept by the Clerk.

Information in digital format, making up the majority of the information, will be kept on the Cloud which is password protected.

The Parish Council will protect the privacy of people's data and organisations on which we hold information, including commercially confidential information, by ensuring we do not disclose information to unauthorised individuals (See also Data Protection Policy).

The Parish Council will protect the integrity of our information by ensuring that data cannot be modified undetectably by the use of PDF formatting rather than using other word processing packages that can be edited.

Information we need to run our business must be available when it is needed. We will ensure that the computing systems used to store and process the information, the security controls used to protect it, and the communication channels used to access it, function correctly.

The Parish Council will, as far as possible, ensure that the data, transactions, communications and documents (electronic or physical) we retain are genuine.