

Flixborough Parish Council

Information Security Procedure

1. Purpose of the Procedure

The purpose of Flixboroughs Parish Council Information Security Procedure is to preserve:

- Confidentiality - Access to Data shall be confined to those with appropriate authority.
- Integrity – Information shall be complete and accurate. All related assets and networks shall operate correctly.
- Availability - Information shall be available and delivered to the right person, at the time when it is needed.

2. The Aim of the Procedure

The aim of this policy is to establish and maintain the security and confidentiality of information, information systems, applications and networks owned or held by Flixborough Parish Council.

Information exists in many forms. It may be printed or written on paper, stored electronically, transmitted by post or using electronic means or spoken in conversation. Appropriate protection is required for all forms of information to ensure business continuity and to avoid breaches of the law and statutory, regulatory or contractual obligations

3. Information Security Responsibilities

The Clerk to Flixborough Parish Council shall be responsible for implementing, monitoring, documenting and communicating security requirements for the organisation.

Information Security Awareness training shall be taken by the Clerk and Parish Councillors as needed.

The Information Security Procedure shall be reviewed and updated by the Parish Council annually.

4. Security of IT Assets

- a) Authorised use and access to records: When not in use by authorised persons the Councils information will be kept in locked cupboards and IT devices will be password protected.
- b) Access to emails, mobile phone voicemail, texts and instant messaging communications are only accessed by the Clerk on password protected devices.
- c) Protection of software: The Council will use software countermeasures on IT devices to protect against malicious software.
- d) Data that is critical to the functioning of the Parish Council will either be stored on the Parish Councils website or backed up to an external hard drive once a month.

5. Retention and Disposal of Information

Information will be retained and disposed of as per the Councils Data Retention Policy.