SEALAND COMMUNITY COUNCIL

INFORMATION SECURITY POLICY

The purpose of the policy is to ensure the confidentiality, integrity and availability of information is maintained by implementing best practice to minimise risk.

Information exists in many forms including -

- · printed or written on paper
- · stored electronically
- · published on the internet
- · transmitted by post or electronically
- · conversational and voice recorded

Information Security requires the adherence to both the Record Management and the Data Protection polices of the Council.

Information Security is primarily vested in the staff employed by the Council. However, individual councillors are also required to meet the objectives of these policies as well as those contained within the Standing Orders and Code of Conduct.

Where sensitive information is provided, all recipients are expected to respect the nature of such information and afford it the appropriate level of security. Such security will include the prevention of access by unauthorised personnel.

Nothing within this policy, or those for Record Management and Data Protection, will detract from the basic principles of the Freedom of Information Act.

This Policy will be reviewed on an annual basis or earlier if so required by legislation.

This Policy was approved by Council at its meeting held on 17th February 2014

Peter Richmond - Clerk of the Council - January 2014