

## **WEST DUNBARTONSHIRE COUNCIL**

### **Report by Executive Director of Corporate Services**

**Corporate & Efficient Governance Committee - 27 October, 2010**

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**Subject: Update on Corporate ICT Security Policy**

#### **1. Purpose**

- 1.1** The purpose of this report is to update Committee on the policy review and subsequent changes.

#### **2. Background**

- 2.1** The Corporate Information and Communication Technology (ICT) Security Policy ISP 4.1 was introduced in January 1999.
- 2.2** Over the years the policy has been updated to reflect changing technology and security requirements, the latest version is ISP 4.7, this is following the review of version 4.6 and subsequent changes.
- 2.3** In 2002 the Email and Internet Security Policy was introduced and the Corporate ICT Security Policy was updated in line with this.
- 2.4** Also in 2002, following recommendations from External Audit, a procedure was introduced whereby all users were required to read and sign agreement to comply with both Email and Internet Security Policy and the Corporate ICT Security Policy.
- 2.5** Agreement to comply with the Corporate ICT Security and Email and Internet Policies is now part of the terms and conditions of all contracts of employment and no future signing exercise is required for policy updates.

#### **3. Main Issues**

- 3.1** The Corporate ICT Security policy has been reviewed and updated and the main areas addressed are in regard to flexible working security implications.
- 3.2** A clause referencing the use of encryption for USB sticks and laptops has been introduced to address the potential of "lost" data, and the Council's legal obligations to protect personal information.
- 3.3** The policy now incorporates guidance on the use of Wireless technologies in the home, office, or "on the move".
- 3.4** The introduction of Blackberry devices for securely accessing e-mail and browsing whilst on the move has been incorporated in the updated policy
- 3.5** The requirement for "two factor authentication" for those users who need to access sensitive information whilst "on the move" or "in the home" has introduced a second security check at logon stage and this change has been incorporated into the updated policy.

3.6 A clause on the responsibility employees have when referencing their place of work whilst using social networking sites such as Twitter, Facebook, Bebo etc has been included in the policy update.

#### **4. People Implications**

4.1 There are no people implications.

#### **5. Financial Implications**

5.1 There are no financial Implications

#### **6. Risk Analysis**

6.1 Compliance with the Corporate ICT Security and Email & Internet Policies is mandatory. Any breach of these policies could result in putting the Council at risk.

#### **7. Equalities Impact**

7.1 An equality impact screening was carried out and there were no positive or negative impacts identified for any equality groups. This is an internal policy which affects all users and it will be published in an accessible format as set out in corporate guidelines

#### **8. Conclusions and Recommendations**

8.1 The Committee is asked to note the updated Corporate ICT Security Policy Version 4.7

8.2 The Committee is asked to note the Corporate Email and Internet Policy is also currently being reviewed and updated and will be presented to the committee at a future date.

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**Joyce White**  
**Executive Director Corporate Services**  
**Date: 24 September, 2010**

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**Appendices:** Corporate ICT Security Policy Version 4.7

**Background Papers:** None

**Wards Affected:** All