Y BWRDD GWEITHREDOL

22 HYDREF 2018

POLISI DIOGELEDD GWYBODAETH
Y Pwrpas: Mae'r polisi diogeledd gwybodaeth gyfredol wedi cael ei adolygu a'i ddiweddaru i sicrhau bod gennym bolisi cadarn ar waith i ddiogelu gwybodaeth y Cyngor.
Yr argymhellion / penderfyniadau allweddol sydd eu hangen: Cymeradwyo'r argymhellion sydd yn yr adroddiad.
Y Rhesymau: Roedd yn bryd adolygu'r polisi cyfredol ac mae wedi'i ddiweddaru i sicrhau cydymffurfiaeth â'r ddeddfwriaeth bresennol (GDPR) ac arferion gorau.
Pwyllgor Craffu perthnasol i ymgynghori ag ef – Pwyllgor Craffu Polisi ac Adnoddau – 11 Hydref 2018 **Angen i'r Bwrdd Gweithredol wneud penderfyniad** Oes **Angen i'r Cyngor wneud penderfyniad** Nac oes

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:- Y Cynghorydd Mair Stephens		
Y Gyfarwyddiaeth: Y Prif Weithredwr Enw Pennaeth y Gwasanaeth: Noelwyn Daniel Awdur yr Adroddiad: John M Williams	Swyddi: Pennaeth TGCh Rheolwr Cyflawni Gweithredol TGCh.	Rhifau ffôn: 01267 246270 Cyfeiriad e-bost: NDaniel@sirgar.gov.uk 01267 246311 Cyfeiriadau E-bost: jmwilliams@sirgar.gov.uk

EXECUTIVE SUMMARY

EXECUTIVE BOARD
22ND OCTOBER 2018

INFORMATION SECURITY POLICY

1. BRIEF SUMMARY OF PURPOSE OF REPORT.

Prior to this revision, the Authority also had in place an Access Control Policy and a Copyright Designs and Patents Act Policy. The key elements of both these policies have been incorporated into this revised Information Security policy.

The Information Security Policy is in place to enable information to be shared whilst ensuring the protection of information and hardware assets.

This policy has thee main objectives which are:

- The Council's information assets and ICT equipment are adequately protected against any action that could have an adverse effect on the security of information.

- That all information assets must be "owned" by a named officer within the authority. The Council defines all Heads of Service as **Information Asset Owners.**

- That staff and elected members are aware and comply with all relevant legislation and council policies related to how they conduct their day-to-day duties in relation to ICT.

This policy provides clearly defined roles and responsibilities expected of staff members, line managers and Heads of Service with regards to information security, and the role ICT Services play in assisting with this.

Section 5 of this policy addresses the key areas of Access Control. This provides guidance to information asset owners on their roles and responsibilities as Information Asset Owners on restricting access to information based on job functions. Information must only be accessed by users to undertake their job role or specific tasks assigned to them, and intentional access to an information asset outside of these situations is considered a breach of this policy.

This policy provides clarity on the purchase or development of new information systems and that these should only be acquired with explicit consent from ICT Services to ensure all new systems are safe, secure and comply with this policy.

It is recommended that this policy be published to all staff and elected members via meta compliance to ensure they read and fully understand the policy.

DETAILED REPORT ATTACHED?	**Yes – policy attached.**

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Noelwyn Daniel **Head of ICT**

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	**YES**	**NONE**	**YES**	**YES**	**YES**	**NONE**

Legal

This policy ensured compliance with the following legislations and regulations:

General Data Protection Regulation, the Data Protection Act 2018, the Computer Misuse Act 1990, the Freedom of Information Act 2000 and the Copyright, Designs and Patents Act

ICT

ICT Services will need to ensure that technology is kept in place and up-to-date to provide compliance with this policy

Risk Management Issues

Compliance with this policy will reduce the risk of an information asset being misused.

Staff implications

This policy will affect all staff and elected members and they will need to be made aware of the policy and accept that they understand it.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Noelwyn Daniel **Head of ICT**

1. Scrutiny Committee - Policy & Resources Scrutiny Committee - 11th October 2018.

2.Local Member(s) - None

3.Community / Town Council – None

4.Relevant Partners - None

5.Staff Side Representatives and other Organisations - None

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THERE ARE NONE