

Findern Parish Council

INFORMATION SECURITY POLICY

Findern Parish Council processes information in order to carry out its statutory duties. This may include confidential information about businesses and individuals and that which is protectively marked.

Information is a valuable asset. Business continuity is dependent on its integrity and continued availability. Therefore, steps will be taken to protect information assets from unauthorised use, modification, disclosure or destruction, whether accidental or intentional.

Findern Parish Council is committed to the secure use of information and information technology systems in order to protect the availability, integrity and confidentiality of the information under its control.

Findern Parish Council undertakes to have in place:

- Procedures to protect the information under its control.
- Will use a risk based approach when assessing and understanding the risks.
- Will use physical, personnel, technical and procedural means to achieve appropriate security measures.
- Will take into account developments in technology and the costs of implementation such technology in order to achieve a level of security appropriate to the nature of the information held and the harm which may result from a security breach.
- Findern Parish Council staff where appropriate will be subject to a duty, to keep confidential information that is provided to it safe and secure.
- Will carry out its functions under the DPA and FOIA, and may only disclose it with lawful authority.
- Will provide guidance and training to its staff where appropriate to enable them to understand and carry out their responsibilities in respect of security.
- Will assess all employees' integrity and identify these before they are employed.
- Will monitor all staffs compliance and obligations with respect to security.
- Will reviewed and updated this policy on a regular basis.