

## **Woughton Community Council**

# **I.T Security Policy 2020**

Woughton Community Council recognises that it has a responsibility to ensure all sensitive data, information systems and all confidential material are protected from security threats and to mitigate risks that cannot be directly encountered. Woughton Community Council recognises that all users need to be aware of and understand their personal responsibilities to protect the confidentiality and integrity of the data that they access.

### **I.T Security policy**

#### **Organisational Responsibilities**

Woughton Community Council will ensure that all users are aware of and can comply with this policy and other supporting policies, to safeguard the reputation and business of Woughton Community Council by ensuring its ability to meet our legal obligations and to protect us from liability or damage through misuse of our IT facilities.

#### **Data Protection**

- All laptops/desktops should be password locked prior to any employee leaving their desk unattended.
- Senior officers who hold confidential data must ensure that their office is closed and inaccessible when they are not in the office.
- No employee should utilise or access any PC which belongs to an alternative user unless previously agreed and supervised.
- All sensitive data and knowledge, should be saved securely and confidentially to Company Drive, and where necessary restricted files should be password protected/encrypted.
- Any and all new user access to restricted folders on Company Drive must be requested, agreed and implemented via the Operations Manager and/or Council Manager.

#### **Asset Protection**

- Each new employee upon induction should sign an Asset Responsibility log, by doing so as outlined on the form you are taking full responsibility for the adequate care and protection of all kit leant to you for the duration of your employment with Woughton Community Council.
- Any inadequate care which exceeds reasonable wear and tear that may result in repair or replacement will be costed and deducted from your last payment owed from Woughton Community Council.
- All laptops/desktops must be locked, shut down and either taken home, or kept in a secure office overnight.
- All equipment leant to you will be logged via specific serial numbers - any equipment change, return or allocation made for an existing employee must have a new asset responsibility log form completed and signed off by a member of the Operations Manager.

## Office Access

- It is not company policy for individuals to share fobs, should you temporarily not have access to your specific fob (for whatever reason) this must be logged with the Bookings Officer, and upon approval a temporary fob can be allocated in your name.
- It is pivotal that any fobs which are lost, stolen or misplaced are reported immediately to office management, your previous fob will be blocked and a new one will be issued.

## Linked policies (i.e. to be read in conjunction with).

WCC Employee Handbook

<b>Last review date:</b>	<b>13/08/2020</b>
<b>Next review date:</b>	<b>13/08/2021</b>
<b>Lead:</b>	<b>Samone Winsborough</b>
<b>Overseeing Committee:</b>	<b>Operations</b>
<b>Approved:</b>	<b>Operations Committee</b>
<b>Review cycle:</b>	<b>Annually</b>