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| Committee: | Executive | Agenda Item No.: | 7. |
| Date: | 7 th March 2011 | Status | Open |
| Category | 2. Decision within the functions of Executive | | |
| Subject: | Removable Media Policy | | |
| Report by: | ICT Manager, Joint ICT Service | | |
| Other Officers Involved | Business Development Manager IT Strategy group Head of Customer Service and Performance | | |
| Director | Director of Resources | | |
| Relevant Portfolio Holder | Councillor Hodkin, Portfolio Holder for Resources and Efficiency Champion | | |

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation by ensuring that information on which decisions are based is always secure, accurate and available.

TARGETS

This does not contribute to any targets specified in the Corporate Plan.

VALUE FOR MONEY

This does not specifically deliver value for money

THE REPORT

Members may have read reports in the press of unencrypted devices being lost that hold the personal details of customers or staff. In January two Councils received fines from the Information Commissioner, Ealing was fined £80,000 and Hounslow £70,000 for a serious breach of the Data Protection Act due to the loss of unencrypted devices. In preparing this policy ICT are looking to minimise the risk to the reputation of the Council and to ensure that no financial penalties can be imposed in the future.

A removable media device is generally considered to be either:

- CDs.
- DVDs.
- Optical Disks.
- External Hard Drives.

- USB Memory Sticks (also known as pen drives or flash drives).
- Media Card Readers.
- Embedded Microchips (including Smart Cards and Mobile Phone SIM Cards).
- MP3 Players.
- Digital Cameras.
- Backup Cassettes.
- Audio Tapes (including Dictaphones and Answering Machines).

The purpose of the Removable Media Policy is to ensure that the use of these removable media devices are controlled in order to:

- Enable the correct data to be made available where it is required.
- Maintain the integrity of the data.
- Prevent unintended or deliberate consequences to the stability of Bolsover District Council's computer network.
- Avoid contravention of any legislation, policies or good practice requirements.
- Build confidence and trust in the data that is being shared between systems.
- Maintain high standards of care in ensuring the security of Restricted information.
- Prohibit the disclosure of information as may be necessary by law.

The policy was considered at the ICT Strategy Group meeting in January 2011.

ISSUES/OPTIONS FOR CONSIDERATION

Whether to adopt the Policy.

IMPLICATIONS

Financial: None
 Legal: None – other than the protection of the Council
 Human Resources: None

RECOMMENDATION

To accept the Policy.

**REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE
CONSTITUTION**

In order to ensure that the information and information systems throughout the Council continue to be protected.

ATTACHMENTS: Yes

FILE REFERENCE:

SOURCE DOCUMENT: Removable Media Policy