

**Bolsover District Council**

**Executive**

**16 June 2014**

**ICT Policies**

**Report of the ICT Manager (Portfolio Holder: Cllr R Bowler)**

This report is public

**Purpose of the Report**

- To present for approval the revised ICT Policies

**1 Report Details**

- 1.1 That the policies and charter adequately guide and protect members, staff, partners and the Council from loss of personal data and resultant sanctions and fines levied by the Information Commissioner's Office.
- 1.2 That the policies and charter adequately guide and protect members, staff, partners and the Council from reputational damage due to the inappropriate use of Council facilities.
- 1.3 That the policies and charter cover the specific requirements for our 'Code of Connection' to access Central Government systems and the delivery of secure email within the public sector.

**2 Conclusions and Reasons for Recommendation**

- 2.1 To maintain compliance with our 'Code of Connection' for access to government systems, including secure email.

To demonstrate that the Council regularly reviews policies and revises as appropriate.

To protect members, staff and partners from inappropriate use of Council facilities.

To protect the Council from financial damage through the loss of personal or sensitive data.

To protect the Council from reputational damage due to the inappropriate use of ICT facilities.

**3 Consultation and Equality Impact**

- 3.1 The Business Development Manager, Senior Technology Officer and Governance Manager have been consulted.
- 3.2 Attached as an appendix is the Equality Impact Assessment on the Policy.

#### **4 Alternative Options and Reasons for Rejection**

- 4.1 Retaining separate policies for Bolsover. This was rejected as it does not align with the strategic direction for both the Alliance and the Joint ICT Service.
- 4.2 Delaying the review of policies. This was rejected due to a number of inconsistencies within the policy set but also the need to have a common approach for ICT as joint working between the partners increases.

#### **5 Implications**

##### **5.1 Finance and Risk Implications**

There are no financial implications for the adoption of the revised policies.

There is a significant financial risk in not having appropriate policies adopted and enforced:

- The Information Commissioner's Office is now levying substantial fines on Councils and Government Departments where personal data becomes available in the public domain. These fines are now often in excess of £100,000. These policies provide the guidance and correct working practices to minimise the risk of personal data leakage.
- To enable the Council to access Government systems, exchange data and send secure emails we must comply with a 'Code of Connection' (CoCo) which is audited annually by external security assessors. To satisfy key criteria of the CoCo the Council must demonstrate that key policies are in place and enforced. Failure to do so would result in a loss of our COCO and connection to the following services:
- Department of Work and Pensions CIS system which is used by the Benefits team to investigate fraud.
- Exchange of electoral roll information with Central Government
- Access to the 'Tell Us Once' service for registration of births and deaths.
- Ability to send secure email between public bodies including the police, NHS and central government departments.

##### **5.2 Legal Implications including Data Protection**

The policies support our statutory requirements as per the Data Protection Act

##### **5.3 Human Resources Implications**

HR have been consulted with regard to the revised policies.

## 6 **Recommendations**

6.1 That Executive approve the adoption of the Joint ICT Policy.

## 7 **Decision Information**

<b>Is the decision a Key Decision?</b> (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	Yes/No
<b>District Wards Affected</b>	
<b>Links to Corporate Plan priorities or Policy Framework</b>	

## 8 **Document Information**

<b>Appendix No</b>	<b>Title</b>
Appendix 1 Appendix 2 Appendix 3	ICT Policy Government Security Classifications (2014) Equalities Impact Assessment
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
N/A	
<b>Report Author</b>	<b>Contact Number</b>
N Blaney	