



REPORT of DIRECTOR OF RESOURCES

to
STRATEGY AND RESOURCES COMMITTEE
17 SEPTEMBER 2020

IT POLICIES

1. PURPOSE OF THE REPORT

- 1.1 To update the following policies Maldon District Council due to the addition of new hardware and software following the transformation project. This will provide clear policy requirements for system usage within the organisation both for Members and staff when working in the office or outside in a public setting.
- ICT Acceptable Use (**APPENDIX 1**);
 - Email and Communications (**APPENDIX 2**);
 - Information Security (**APPENDIX 3**).
- 1.2 The introduction of these amended policies will also meet the requirements of a recent internal network security audit recommendation.

2. RECOMMENDATION

That the policies (**APPENDICES 1 - 3**) which set out the security requirements that all staff and Members must adhere to when using Maldon IT systems to ensure data security and appropriate use, be reviewed and agreed (this will also address the required audit recommendation).

3. SUMMARY OF KEY ISSUES

- 3.1 The policies have not been reviewed since the completion of the transformation project and additions of new hardware and software. The policies have now been updated in line with the new council model and infrastructure.

4. CONCLUSION

- 4.1 With the amended IT policies approved, staff and Members will now be able to comply with the policy requirements to work safely and securely with Maldon District Council hardware and software, this reinforces our data security and the responsibilities of the user when working.

5. IMPACT ON STRATEGIC THEMES

- 5.1 These IT Policies ensure we deliver the corporate goal of delivering good quality, cost effective and values services.

6. IMPLICATIONS

- (i) **Impact on Customers** – Ensures data security for customers.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – Reduces risk to data security and unacceptable use.
- (iv) **Impact on Resources (financial)** – Reduces risk of any financial impact of data breach.
- (v) **Impact on Resources (human)** – Additional work to monitor completion of training.
- (vi) **Impact on the Environment** – None.

Background Papers: Partners IT policies.

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