

## **ICT SECURITY POLICY & GUIDANCE FOR MEMBERS – AMENDMENTS**

### **1. INTRODUCTION**

- 1.1 On the recommendation of the Corporate Overview Panel and the Cabinet, the Council approved the ICT Security Policy & Guidance for Members on 31 July 2006. At that stage it was noted that the “two hour” per week personal use condition of Council-owned ICT equipment would be subject to further review following proposed changes to taxation legislation.
- 1.2 The Members’ IT Panel now recommends the changes set out in Appendix 1 to this report. These proposed amendments with regard to personal use accord with the revised tax legislation.
- 1.3 The opportunity has also been taken to review matters relating to the use of other Internet Service Providers, as some members felt that that wording in the policy adopted earlier in the year was too complex.

### **2. FINANCIAL CONSIDERATIONS**

- 2.1 There are no financial considerations associated with this report.

### **3. ENVIRONMENTAL CONSIDERATIONS**

- 3.1 There are no environmental considerations.

### **4. CRIME & DISORDER IMPLICATIONS**

- 4.1 These policy amendments support the Council’s stand against crime and disorder.

### **5. CONCLUSIONS**

- 5.1 The proposed amendments to the ICT Security Policy and Guidance for Members are supported by the IT Members Panel
- 5.2 Again supported by IT Members Panel, it is proposed to issue a simple guide to members on use and misuse of the Council owned IT equipment. There is no requirement to bring this to the Corporate Overview Panel for endorsement and will be issued during the current financial year.

### **6. PORTFOLIO HOLDER COMMENTS**

- 6.1 The Portfolio Holder supports the amendments to the ICT Security Policy and Guidance as set out.

## 7. CORPORATE OVERVIEW PANEL COMMENTS

- 7.1 The Corporate Overview Panel also supports the amendments to the ICT Security Policy and Guidance as set out.

## 8. RECOMMENDATION

- 8.1 That the Council be recommended to agree the amendments to the members' ICT security policy and guidance, as set out in Appendix 1 to this report.

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### ***Background Information:***

Report to Cabinet – 3/7/06.

## SUGGESTED CHANGES TO ICT SECURITY POLICY & GUIDANCE

(Words struck through have been deleted.  
Words underlined have been added)

### Section 2 – Personal Use

2.1 The facilities should be used primarily for Council business. However, the Council wishes to encourage Members to explore the Internet in a constructive manner. Consequently, occasional personal use ~~of two hours a week~~ is permitted provided it conforms to this policy and is not associated with personal business use. Such use should be incidental to Council business use.

Add new paragraph 2.7 –

“2.7 For the purposes of this section “Council business” is defined as:

“any work, including research work, that falls within the normal responsibilities of a Councillor, including:

(a) any representative role on other bodies where the Councillor’s appointment to that body has been made by the Council; and

(b) work done to benefit the community in the Councillor’s wider representative role;

provided that such activities do not constitute a personal business interest.”

### Section 3 – ICT Security Standards

~~8.1 All connections to the Internet will be arranged through ICT Services.~~

~~9.4 Members may only use the e-mail systems provided by the Council. Establishing email accounts with other service providers, e.g. MSN Hotmail or BT/Yahoo Mail is not permitted.~~

Add paragraph 8.1

“8.1 Only the access to the Internet and Email that has been installed by the Council’s ICT Services may be used. Councillors may not subscribe to alternative Internet Service Providers (ISPs) and/or set up alternative Email accounts on Council-owned equipment. This is a specific requirement to prevent potential breaches of the Council’s firewall security. ISPs (that is, companies that connect the user to the Internet) offer many services including Email accounts such as MSN Hotmail, BTYahoo, Freeserve etc. It is quite acceptable to contact and respond to users of these Email services or to browse other ISP web sites. The prohibition relates to **subscribing** to these alternative ISPs and/or setting up alternative Email accounts.