



Information Security Policy

Protecting the Council's
Information Systems

Version 4.2

Governance and Information

Current Document Status

Version	4.2	Approving body	Chair of the Information Governance Board.
Date	24 March 2016	Date of formal approval (if applicable)	tbc
Responsible officer	Angus Macrae	Review date	March 2018
Location	Information Governance G drive and Intranet		

Version History

Date	Version	Author/Editor	Comments
25 November 2014	3.0	Gemma Stephenson	Draft for review and comments
30 January 2015	3.0	Gemma Stephenson	Final version
26 February 2015	3.1	Gemma Stephenson	Amendments as per Paul Masters' comments
3 February 2016	3.2	Angus Macrae	Draft for IGB comments
9 February 2016	3.3	Angus Macrae	Updated following IGB feedback
24 February 2016	4.0	Angus Macrae	Final changes following PM comments
21 March 2016	4.1	Angus Macrae	Final changes following RW comments
24 March 2016	4.2	Angus Macrae	Final Version

Equality Impact Assessment Record

Date	Type of assessment conducted	Stage/level completed (where applicable)	Summary of actions taken decisions made	Completed by	Impact Assessment review date
January 2007	Initial	Complete	NFA	Pam O'Hanlon	December 2011
May 2011	Initial	Complete	NFA	Gemma Stephenson	May 2012
August 2012	Initial	Complete	NFA	Gemma Stephenson	August 2013
November 2014	Initial	Complete	NFA	Gemma Stephenson	November 2014

Corporate Quality Assessment Record

Date	
Completed by	

Document retention

Document retention period	Until superseded
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Summary

Headlines

In order to operate legally and effectively, the Council must have confidence that its information systems will protect the information they handle and will function as they need to, when they need to, under the control of legitimate users. Necessary steps must therefore be taken to protect information systems and assets from unauthorised use, modification, disclosure or destruction, whether accidental or intentional. Furthermore, good information security enables us to better achieve the Council's strategic objectives whilst maintaining the trust of our partners and citizens.

Distribution - who needs to be aware of this policy

This policy applies to all staff and all Council information assets. Anyone who processes information for the Council or on our behalf, must either adopt this policy or demonstrate that they have equivalent policies in place.

Context

Background - why this policy is needed

Cornwall Council recognises that information is a valuable resource and seeks to lead and foster a culture that values, protects and uses information for public good. In order to carry out its statutory duties, the Council processes high volumes of information every day. This often includes confidential information about businesses and individuals. Service delivery and business continuity are further dependent on the integrity and continued availability of the Council's information systems.

In order to operate legally and effectively, the Council must have confidence that its information systems will protect the information they handle and will function as they need to, when they need to, under the control of legitimate users. Necessary steps must therefore be taken to protect information systems and assets from unauthorised use, modification, disclosure or destruction, whether accidental or intentional. Furthermore, good information security enables us to better achieve the Council's strategic objectives whilst maintaining the trust of our partners and citizens.

Objectives - what the policy aims to achieve

This policy is the overarching policy for the Council's Information Security Management System (ISMS). It sets out the highest level statements of intent by the Council and briefly describes the roles, structures and universal principles required to support these aims.

It is further supported by more detailed policies which prescribe more specific expectations around particular systems or business activities (such as email or mobile working for example).

Scope – what the policy covers

This policy applies to all staff and all Council information assets. Anyone who processes information, for the Council or on our behalf must either adopt this policy or demonstrate that they have equivalent policies in place.

Details

Policy details

In order to protect the availability, integrity and confidentiality of the information under its control, Cornwall Council is committed and ultimately accountable at its most senior leadership levels to principles of Information Security and Assurance. The Council will therefore, at all times, have an appointed Senior Information Risk Owner (SIRO) at Corporate Director Level.

It is the duty of all staff to proactively uphold the Council's security principles and to understand their own responsibilities as described in the Council's Employee Code of Conduct and elaborated upon by the Council's current set of security policies.

All breaches of data security, accidental or otherwise, must be reported using the Information Security Reporting form on the Council's Intranet. Incidents will be investigated where appropriate. Suspected cyber-attacks (including viruses or malicious or otherwise unusual computer activity) must always be reported, in the first instance, to the IS Service Desk.

An "information asset" is a collective body of information, defined and managed as a single unit so it can be understood, shared, protected and used effectively. Examples include databases such as Mosaic (social care), Academy (revenues and benefits) as well as network 'drives' or portals containing collections of electronic files or structured paper held files.

The Senior Information Asset Owner (SIAO) is ultimately accountable for all of the assets collected, created, modified by or otherwise processed by their service or directorate. The SIAO must, therefore, be at least the Assistant Head of that service or Directorate (i.e. Tier 4 or above) and must be appropriately trained regarding their responsibilities as an SIAO.

The SIAO may delegate operational responsibilities to suitably competent practitioners to ensure that the information assets under their control are handled and managed appropriately. This will include making sure that

information assets are properly protected and that their value to the Council and to the public are fully exploited.

Access to information systems must be determined by business requirements. Access shall be granted or arrangements made for users according to their role, only to a level that will allow them to effectively carry out their duties. SIAOs and those they delegate to are responsible for ensuring that the correct levels of access are granted.

Key information assets must be identified and entered on the Council's [Information Asset Register](#).

The most senior Information Security Officer is responsible for ensuring that the SIRO is kept regularly informed of the most significant Information Security risks known to face the Council at any given time. The SIRO must understand how the strategic business goals of the Council may be affected by such failures in the secure use of the Council's information systems.

Matters of Governance concerning Information Security will be determined and directed by the Information Governance (IG) Board. The IG Board reports directly into the Corporate Directors Team and its full Terms of Reference may be viewed [here](#).

When implementing, reviewing or otherwise assessing systems to be used for processing information assets or supporting associated business processes, the Council will use its Business Impact Assessment (BIA) methodology to consider and determine any implications of compromise. For new information assets or systems, this must be done at the earliest part of the project lifecycle. Where necessary a further Privacy Impact Assessment (PIA) may be required.

The impacts identified by the BIA combined with professional analysis will inform the mandatory application of appropriate physical, personnel, technical and procedural means to achieve recognised and proportionate security levels.

Security exists to support and enable the vision, mission and business objectives of the Council. A SIAO or other senior and accountable business owner may wish to accept residual security risk where there may be formal and justifiable business reasons for doing so and the impacts are truly understood. In cases where such risk may have significance beyond the service to the wider Council or its partners, the SIRO will take the final decision.

Ongoing consideration of information security is required throughout the system's life cycle, including further risk assessment if the use of the system changes or the data held within the system changes.

Business continuity plans relating to key information assets must be included in Services' business continuity plans and will feed into continuity plans issued by Emergency Management.

The Council will comply with the legislative and regulatory requirements placed on it by outside bodies. These include but may not be limited to

- Data Protection Act 1998
- Computer Misuse Act 1990
- General Data Protection Regulations
- IG Statement of Compliance (to include IG Toolkit)
- Public Services Network (PSN) Code of Connection
- Payment Card Industry Data Security Standard (PCI DSS)

It will further seek to align its practices with the ISO 27000 family of standards wherever possible.

Information Security education and training is to be made available to all Members and employees as appropriate, at the right level. It will also keep staff regularly informed of relevant security related information through corporate communications channels.

There are online training programmes available on Learning Pool.

Management

The Governance and Information Service within the Communities and Organisational Development Directorate is the designated Council owner of the Information Security Policy and is responsible for the maintenance and review of the Information Security Policy, Standards, Guidelines and Procedures.

The Council's Senior Information Risk Owner (SIRO) is responsible for managing corporate information risks, including maintaining and reviewing an information risk register.

The Council's Caldicott Guardian is responsible for protecting the confidentiality of service user information to ensure that standards are met when handling personal information in health and social care.

The Council's Information Governance Board meets on a regular basis to review all information governance and security related matters. Its membership includes the SIRO and the Caldicott Guardian.

Heads of Service, SIAOs and directorate managers are responsible for ensuring that staff are made aware of and comply with the Information Security Policy, Standards, Guidelines and Procedures.

The Council's Internal Audit Service will review the adequacy of the controls that are implemented to protect the Council's information and recommend improvements where deficiencies are found.

Users accessing Council information are required to adhere to the Information Security Policy, Standards, Guidelines and Procedures.

Breaches and non-compliance

Any breaches of this policy may lead to disciplinary action being taken. Serious breaches of this policy by Council employees will amount to gross misconduct and may result in dismissal.

Where external service providers, agents or contractors breach the policy, this should be addressed through contract arrangements. If you see a breach of this policy, you must report it using the security incident reporting form.

How the impact of the policy will be measured

The Information Governance (IG) Board will monitor compliance with the policy and performance with regard to information security. Indicators to monitor the performance on information security are:

- Adherence to and progress towards recognised standards such as ISO 27001, IG Statement of Compliance (to include IG Toolkit) Public Services Network (PSN) Code of Connection, the Payment Card Industry Data Security Standard (PCI DSS).
- Metrics regarding the uptake and completion of training
- Formal audits and spot checks upon security controls and practice
- Metrics from controlled phish attack tests and reduced numbers of responses.

This policy will be signed off by the Chair of the Information Governance Board.

Authority is delegated to the Head of the Governance and Information Service to undertake amendments of an administrative nature as are necessary, or to secure continuing compliance with the law.

Document information

Contacts

Policy prepared by Angus Macrae, Information Security Manager.

Further information

Further information about this policy is available from the Information Security area of the Intranet.

Alternative formats

If you would like this information in another format please contact:
Cornwall Council, County Hall, Treyew Road, Truro TR1 3AY

Telephone: **0300 1234 100** email: enquiries@cornwall.gov.uk

www.cornwall.gov.uk

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