



STANTON PARISH COUNCIL

INFORMATION SECURITY POLICY

STATEMENT OF INTENT

The purpose of this policy is to ensure the confidentiality, integrity and availability of information is maintained by implementing best practise to minimise risk.

Information exists in many forms including –

- Printed or written on paper
- Stored electronically
- Published on the internet
- Transmitted by post or electronically
- Conversational and voice recorded

Information security requires the adherence to both the Record Management and Data protection policies of the Council

Information security is primarily vested in the Clerk. However individual Councillors are also required to meet the objectives of these policies as well as those contained within standing orders and the Code of Conduct

Where sensitive information is provided, all recipients are expected to respect the nature of such information and afford it the appropriate level of security. This will include the prevention of access by unauthorised personnel.

Nothing in this policy will detract from the basic principles of the Freedom of Information Act.

Review This Information Security Policy was adopted by the Stanton Parish Council at the meeting on 13 April 2017 and thereafter will be reviewed every four years or earlier if so required.