

# *Sutton-in-Craven Parish Council*

## Information Security

### **Introduction**

It is important for councillors and members of the public to receive accurate information. It is also important that information and data that falls within the scope of the Data Protection Act (1998) is correctly and securely maintained and accords to the Principles of the Act.

### **Policy**

The recording, collecting, management and maintenance of current and accurate information and Data are the responsibility of the Parish Clerk in order that the Parish Council can effectively conduct its business and represent the interests of the Parish. This extends to paper based or 'physical' information as well as electronic information and data.

In order that the Parish Council can represent the interests of the Parish and work with other councils it needs to ensure the public have clear access to its proceedings and the facility to present their views. The Parish Clerk is then responsible for the advertising of meetings both to the public and to Councillors and the posting of draft and approved minutes on the Sutton Parish Council website. The Parish Clerk also maintains accurate and current data on Councillors.

Sutton Parish Council will ensure that its information and data is secure both physically and electronically within the bounds of financial constraints and expertise readily available to it.

### **Procedures**

#### **Delegation of Minute Taking**

In the event of the Parish Clerk not being able to attend a meeting the Chair will delegate the responsibility to another responsible person but those minutes and reports must be forwarded to the Parish Clerk as soon as possible after the meeting and no more than two weeks after the meeting so that the minutes and reports can be published. This is to ensure that accurate records are maintained.

#### **Media**

To ensure proceedings can reach the widest possible number of people in the Parish whether they are working within the Parish or not.

- The minutes and notices shall be kept in both a paper and electronic versions.
- Councillors and others who table reports at meetings will be encouraged to provide both electronic as well as paper based copies.

#### **Format**

To ensure that proceedings can reach the widest possible number of people in the Parish and be largely secure from tampering and therefore misrepresentation:-

- Documents for website downloads will be largely in a format to help in the accurate and accessible display of information.

#### **Security and Fire Protection**

To ensure the security of information and data:-

- Physical information will be kept safely locked.
- Electronic information and data will be kept on computers with password protection.
- Data will also be backed up and stored either on remote drives or on CD. that are physically separate from the computer and if fire protection is provided shall be kept in that place.

#### **Security from Virus Infection**

To ensure the security of information and data:-

- Electronic data and the computer will be kept secure through a regularly updated virus protection system.

### **Security of Physical Information**

To ensure security of information and data:-

- Physical information will be regularly archived with the County Record Office.

### **Accuracy of Minutes & Reports**

- The Parish Clerk shall forward draft minutes or reports to Councillor's for checking to ensure accuracy of information and actions.

### **Collection of Information**

- All personal information will be achieved fairly so that the data subject is clearly aware of the purposes of such information. This will be achieved by statements on any request for information and model release forms for images.

### **Holding of Information**

- Only the Clerk and the webmaster have access to the website for uploading information and maintaining the system and design of the website.
- The webmaster does not have access to the machines holding the day-to-day data of the Council.