



## **Wilburton Parish Council**

### **Information & Data Security Policy**

#### **Introduction**

It is important for Councillors and members of the public to receive accurate and current 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. This policy only relates to the secure control of data and information, other policies focus on a broader understanding and provision of information and data.

#### **Policy**

The recording, collecting, management and maintenance of current and accurate Information and Data is 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. This responsibility extends to compliance with the Data Protection Act and with the Freedom of Information Act. In order that the Parish Council can represent the interests of the Parish and work with other councils (such as East Cambridgeshire District Council, Cambridge County Council and adjoining Parish Councils) it needs to ensure the public have clear access to its proceedings and the facility to represent their views. The Parish Clerk is responsible for the advertising of meetings both to the public and to Councillors and the posting of reports, draft and approved minutes on the Parish Council website as well as public notice boards. The Parish Clerk also maintains accurate and current data on Councillors. Wilburton Parish Council will ensure that it's information and data is secure both physically and electronically within the bounds of financial constraints and expertise readily available to it.

# Procedures

## 1. 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 2 weeks after the meeting so that minutes and reports can be published no later than 3 weeks after the meeting. This is to ensure that accurate records are maintained of meetings.

## 2. MEDIA

To ensure that 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 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.

## 3. 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 download and distribution will be in PDF or other locked format to help in the accurate and accessible display of information.

## 4. 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 at regular intervals and stored either on remote drives or on CD that are physically separate from the computer.

## 5. 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.

## 6. TRAINING OF STAFF

- If a Parish Clerk has no working knowledge of using computers especially in

regard to normal working practice of keeping data secure through backup and password as well as saving in alternative formats the Parish Council will provide training at the expense of the Parish Council.

- Computer literacy would be a preferred condition of employment.
- Guidelines will also be issued to Parish Clerks on basic security measures.

#### **7. ACCURACY OF ELECTRONIC INFORMATION**

- Information uploaded to a web master must be checked within 24 hours on the website to ensure the accuracy and completeness of the information.

#### **8. ACCURACY OF MINUTES & REPORTS**

- The Parish Clerk shall forward draft minutes or reports to the Chair for checking and to other Councillors within three weeks of a public meeting to ensure accuracy of information and actions.

#### **9. COLLECTING 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**

- Parish Council Information posted on the Wilburton village website is held separately from data and information held for the purposes of conducting the day-to-day business of the Council.
- Only the Clerk and the 'Webmaster' have access to upload documents to the Parish Council parts of the village website.
- The webmaster does not have access to the machines holding the day-to-day data of the Council.
- The Parish Clerk is responsible for recovery, transmission or despatch of public documents held by the Parish Council that maybe requested under the Freedom of Information Act (2000).