



COUNCIL EXECUTIVE

REVISED INFORMATION SECURITY POLICY

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To present a revised Information Security Policy to the Council Executive for approval.

B. RECOMMENDATION

It is recommended that the Council Executive approve the revised Information Security Policy.

C. SUMMARY OF IMPLICATIONS

I Council Values

Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; working in partnership

II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)

The Information Security policy supports the legal framework that governs the council's information assets. This is broadly indicated by the following legislation:

- Public Records (Scotland) Act 2011
- Data Protection Act 1998
- Freedom of Information (Scotland) Act 2002

III Implications for Scheme of Delegations to Officers

None.

IV Impact on performance and performance Indicators

There will be no impact on existing performance indicators.

V Relevance to Single Outcome Agreement

Improvements in the use and sharing of information supports all outcomes and is particularly relevant to Outcome - 15 "Our public services are high quality, continually improving, efficient and responsive to local people's needs"

VI Resources - (Financial, Staffing and Property)

All activity is financed within existing service budgets and resource allocations.

VII Consideration at PDSP

The revised Information Security Partnership was considered at Policy and Resources Policy development and Scrutiny Panel on 28 April and

was approved for submission to Council Executive for approval.

VIII Other consultations

Consultation with a wide range of council stakeholders through the Information Management Working Group.

D. TERMS OF REPORT

D1 Background:

The services delivered by the council are becoming increasingly information dependent. Effective management, understanding and sharing of this information can offer service improvements and efficiencies. The council's Policies relating to information management establish principles for the management of the Council's information assets ensuring legal compliance, public confidence and best practice.

The council is required to conduct annual reviews of its policies relating to information management. The policies have been reviewed by the Information Management Working Group and the ICT Programme Board to ensure that they continue to support the council's compliance with statutory requirements, that they take account of modernising and developing business processes.

D2 Information Security Policy

The annual review of the Information Security Policy identified that Cyber Security breaches are an increasing threat to the council's information and data infrastructure. A revision to the current Information Security Policy is presented (Appendix 1) which sets out the security standards and arrangements required to protect council information. The revised policy takes account of the requirement for increased awareness around cyber security and has been updated to ensure that appropriate information management and security policies are referred to. The policy provides a framework for corporate and service based information security guidelines and procedures. A security health check was successfully concluded by the Cabinet Office in August 2016 as part of the Public Services Network (PSN) compliance audit.

D3 Consideration at PDSP

The revised Information Security Partnership was considered at Policy and Resources Policy development and Scrutiny Panel on 28 April and was approved for submission to Council Executive for approval.

E CONCLUSION

The revised Information Security Policy will continue to ensure ongoing compliance with legislation and regulation and provides a framework for the efficient and effective use and sharing of information that will, in turn, support the Councils Corporate Plan and desired outcomes

DATA LABEL: PUBLIC

F BACKGROUND REFERENCES

None

Appendices/Attachments: 1

1. Information Security Policy (Appendix 1)

Contact Person: **Roberto Riaviz, Information Strategy and Security Manager, 01506 281537,**
Roberto.riaviz@westlothian.gov.uk

Julie Whitelaw, Head of Corporate Services

Date of meeting: 23 May 2017