



Information Security Statement

The objective of this statement is to provide executive direction for the protection of information owned by Central Bedfordshire Council, and its customers, employees, partners or suppliers, in whatever form it may be held or communicated, whether verbal, on paper or electronic. Information is one of our most valuable assets. Of equal value is the trust of our partners, employees and customers that we will protect the information that they have shared with us.

Central Bedfordshire Council, customer, partner, employee or supplier information, when created, stored, transmitted or communicated, must be protected from unauthorised access, use, modification or destruction. Consequently, all access to, and use of this information and data, requires adherence to the following policy principles:

- Confidentiality** Appropriate measures must be taken to ensure that information is accessible only to those authorised to have access.
- Integrity** The accuracy and completeness of information must be maintained and all changes or modifications affecting that information must be authorised, controlled, and validated.
- Availability** Information must be available to authorised individuals when required. In the event of a disaster or other events, Central Bedfordshire Council information and the systems critical to the success of our organisation must be recoverable in accordance with plans.
- Authentication** All persons and systems seeking access to information or to our networked computer resources must first establish their identity to Central Bedfordshire Councils satisfaction.
- Access Control** The privilege to view or modify information, computer programs, or the systems on which the information resides, must be restricted to only those whose job functions absolutely require it.
- Auditing** User access to information, and activity on the organisations computers, firewalls and networks must be recorded and maintained in compliance with all security, retention, relevant legislation and regulatory requirements.
- Compliance** Central Bedfordshire Council will comply with all relevant legislation and regulatory requirements regarding the management and security of information within its jurisdiction.

Security policies will be developed to support the Information Security objectives, together with detailed procedures.

The Councils Information Assurance Group (IAG) has responsibility for development and maintenance of the Security Policies, which will be reviewed bi-annually by the IAG.

All managers are responsible for implementing the Security Policies within their areas, and for adherence thereof by their staff.

It is the responsibility of each member of staff to adhere to the Councils Security Policies.

This statement has been approved by the Information Assurance Group.

A handwritten signature in blue ink, appearing to read "Stephan Conaway".

Stephan Conaway
Chief Information Officer

22 August 2017