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Policy (e)



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Information Security Policy

Physical Security

Adequate and practical access controls will be provided in all areas in which personal and business data is stored or used. Unattended rooms will be secured at all times with window blinds and locked doors as a minimum security requirement. All documents disclosing identifiable information will be transported in sealed containers e.g. envelopes. Within their level of authority, staff will be responsible for minimising the risk of theft or vandalism of the data and equipment through common-sense precautions. In particular high value equipment such as, laptop computers, will not be left unattended or unsecured and paper records will not be left within public view. The physical environment in which data and equipment is stored will be suitable and fit for purpose to ensure the safety of the data and equipment e.g. adequate ventilation for computers servers, appropriate fire precautions where paper records are stored, controlled access doors.

Logical Security

All computerised information and systems must be regularly backed up to a secure environment. Appropriate staff only will be allowed access to appropriate levels of data within the systems. Councillors will not be granted access to personal data other than under controlled disclosures for decision making purposes during meetings. All computerised information systems containing confidential information will be password controlled. All passwords will be treated with the strictest confidence and users will not divulge their password to any unauthorised person. All sensitive data will be password protected.