Report for:	Cabinet
Date of Meeting:	7 January 2025
Subject:	**Information Security and Information Security Incident Policies**
Cabinet Member:	Cllr David Wulff, Cabinet member for Quality of Living, Equalities and Public Health
Responsible Officer:	Lisa Lewis, Head of Digital Transformation & Customer Engagement
Exempt:	n/a
Wards Affected:	All
Enclosures:	Appendices 1 & 2

Section 1 – Summary and Recommendation(s)

To update the existing policies to reflect current job roles and best practice.

Recommendation(s):

1. **That Cabinet approves the revised Information Security and Information Security Incident policies.**

2. **That Cabinet approve that the Head of Digital Transformation & Customer Engagement be given delegated authority to make minor amendments to current MDDC Information Security and Information Security Incident policies as required by legislative changes, formal guidance or local operational considerations in consultation with the IT & Information Governance board.**

1.0 Introduction

1.1 These policies were last reviewed in January 2022.

1.2 The Council's network achieves, and is annually tested for, compliance with the Public Sector network criteria.

1.3 Since the policy was reviewed an IT & Information Governance (ITIG) board has been convened which consists of:

- Deputy Chief Executive as Senior Risk Information Officer (SIRO)
- Cabinet member for Quality of Living, Equalities and Public Health
- Head of Digital Transformation and Customer Engagement – Compliance
- Senior Information officer as Data Protection Officer
- Operations Manager for ICT
- Corporate Performance and Improvement Manager
- Resilience Officer

2.0 The Policy

2.1 The existing policies were already based on best practice which means very little revision has been necessary.

2.2 There have been minor changes to staff job titles and responsibilities throughout and some clarification added and these have been highlighted in the policy documents for clarity.

2.3 Information Security Management policy (Appendix 1) summary changes are:

- Related policies
- The Identification of roles and responsibilities is made clearer
- Responsibility for assets
- Signposting on Media handling policy

2.4 Information Security Incident policy (Appendix 2) summary changes are:

- Amended introduction
- Related policies
- Clearer guidance on when and how to report incidents
- Clarification on inappropriate disclosure of information
- Clarification on theft/loss of devices
- Clarification on post report activity and monitoring

Financial Implications - Failure to protect information security, whether physical assets or data could lead to significant data loss and fines by regulatory bodies.

Legal Implications - Failure to protect information security, whether physical assets or data could lead to significant data loss and fines by regulatory bodies.

Risk Assessment - Failure to protect information security, whether physical assets or data could lead to significant data loss and fines by regulatory bodies and reputational damage to the council.

Impact on Climate Change – None

Equalities Impact Assessment – None

Relationship to Corporate Plan – These policies support good governance arrangements enabling confidence in the delivery of the Corporate Plan.

Section 3 – Statutory Officer sign-off/mandatory checks

Statutory Officer: Andrew Jarrett
Agreed by or on behalf of the Section 151 Officer
Date: 17/12/24

Statutory Officer: Maria De Leiburne
Agreed on behalf of the Monitoring Officer
Date: 17/12/24

Chief Officer: Stephen Walford
Agreed by or on behalf of the Chief Executive/Corporate Director
Date: 17/12/24

Performance and risk: Steve Carr
Agreed on behalf of the Corporate Performance & Improvement Manager
Date: 04 December 2024

Cabinet member notified: (yes/no)

Report: Exclusion of the press and public from this item of business on the published agenda on the grounds that it involves the likely disclosure of exempt information. (Yes/No)

Appendix: Exclusion of the press and public from this item of business on the published agenda on the grounds that it involves the likely disclosure of exempt information. (Yes/No)

Section 4 - Contact Details and Background Papers

Contact: Lisa Lewis, Head of Digital Transformation & Customer Engagement
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Background papers:

Appendix 1 – Information Security Management Policy

Appendix 2 – Information Security Incident Policy