

Haddenham Parish Council

Information Security and Associated Issues Policy

Information Technology

All computer based information relating to Haddenham Parish Council is held on two computers, one used solely by the Parish Clerk at her home residence, this being the registered address for the Parish Council and her recognised place of work. The other used solely by the Assistant Parish Clerk at the registered address for the Parish Council and on occasions at her home address. Both computers are password protected and Parish Council information can be accessed by no one other than the Clerk, the Assistant Clerk and Councillor Chris Ray.

Physical Access Security

Non-computer based information is stored in a locked fireproof cabinet at Haddenham Library. The Parish Clerk, the Assistant Parish Clerk and the Chairman hold a key to this cabinet.

Business Continuity

All information held on both computers is stored on One Drive which saves all information immediately.

Training on Security

The Clerk and Assistant Parish Clerk are both trained and fully aware of the security systems in place to safeguard information.

Reviewed and readopted on 16th July 2018.

Minutes FC 07/2018 Item 16