

Committee: **Council**

Date of Meeting: **28th January, 2021**

Report Subject: **Acceptable Usage Policy**

Portfolio Holder: **Councillor Nigel Daniels, Leader of the Council/ Executive Member Corporate Services**

Report Submitted by: **Rhian Hayden, Chief Officer Resources**

Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Other (please state)
	7/1/21				22/01/21		28/01/21	Information Governance Forum – 18/12/20

1. **Purpose of the Report**
 - 1.1 To provide Members with an opportunity to scrutinise the revised Acceptable Usage Policy and recommend its adoption by the Council.
2. **Scope and Background**
 - 2.1 The attached document is the proposed acceptable Usage Policy for the Council which provides guidance and an overview of the Council's expectations on the acceptable usage of systems, resources & work spaces.
 - 2.2 The draft Policy has been revised and updates / replaces the Council's current policies:-
 - Email Acceptable Use
 - Internet Acceptable Use
 - 2.3 The Policy applies to all Blaenau Gwent County Borough Council employees, Schools, volunteers, Members, contractors, third parties and all other authorised users with access to the Council's information assets.
 - 2.4 It identifies the general principles and mandatory controls that are required and applies to all information, hardware devices and data within Blaenau Gwent County Borough Council.

3. **Options for Recommendation**

- 3.1 **Option 1:** (preferred option) The Council considers and approves the attached Acceptable Usage Policy.

Option 2: The Council comment and suggest amendments/additions to the Policy prior to approval.

- 3.2 The Policy was considered by the Information Governance Forum on 18th December, 2020 and CLT on 7th January, 2021, both supported the proposed policy.

4. **Evidence of how does this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan**

4.1 **Statutory Responsibility:**

This policy contains mandatory controls that are required in order to meet regulation and standards including:

- Data Protection Act 2018 / GDPR - requires personal data to be properly safeguarded and not disclosed unless properly authorised and justified. It also requires us to state the legal basis under which we gather, retain and use data along with allowing the data subject the right access to see the information and ensure its accuracy.
- Computer Misuse Act 1990 (and amendments within The Serious Crime Act 2015) – renders it illegal to gain access to or use a computer without authority.
- Freedom of Information Act 2000 - provides for disclosure of non-personal data, subject to exemptions including the prevention and detection of crime.

5. **Implications Against Each Option**

5.1 *Impact on Budget*

There is no direct impact upon the budget as a result of implementing this policy however compliance with the policy will help to keep the Council's information assets safe, minimise data breaches and protect the Council's reputation.

5.2 *Risk*

Unacceptable Usage of the Council's assets may result in loss or compromise of information assets and have a detrimental impact upon the reputation of both individuals and the Council.

Development & implementation of and compliance with the Policy will mitigate this risk by ensuring all parties understand their responsibilities and the Council's expectations.

5.3 *Legal*

This policy contains mandatory controls that are required in order to meet regulation and standards including:

- Data Protection Act 2018 / GDPR

- Computer Misuse Act 1990 (and amendments within The Serious Crime Act 2015)
- Freedom of Information Act 2000

5.4 *Human Resources*

The Policy applies to all Blaenau Gwent County Borough Council employees, Schools, volunteers, Members, contractors, third parties and all other authorised users with access to the Council's information assets.

Failure to comply with this policy may lead to disciplinary action.

6. **Supporting Evidence**

6.1 *Performance Information and Data*

n/a

6.2 *Expected outcome for the public*

Development, implementation & compliance with the Acceptable Usage Policy will provide assurance to the public that their personal, sensitive information held by the Council is secure and used appropriately.

6.3 *Involvement (consultation, engagement, participation)*

The Policy was developed in consultation with the Council's Information Governance Forum.

6.4 *Thinking for the Long term (forward planning)*

Compliance with the Policy will ensure that the Council's Information Assets are secure and the Council's reputation maintained. The Policy will be reviewed on an annual basis to ensure it remains appropriate.

6.5 *Preventative focus*

Compliance with the Policy will minimise the likelihood of Unacceptable Usage of the Council's assets.

6.6 *Collaboration / partnership working*

n/a

6.7 *Integration (across service areas)*

The Policy applies to users in all service areas.

6.8 *EqIA (screening and identifying if full impact assessment is needed)*

The Policy has no impact on protective characteristics.

7. **Monitoring Arrangements**

7.1 *State how the work will be monitored e.g. through scrutiny or directorate performance management arrangements*

Compliance with the policy will be monitored through the Council's performance management arrangements.

Background Documents /Electronic Links

Appendix 1 – Acceptable Usage Policy