

NORTH LINCOLNSHIRE COUNCIL

FINANCE AND GOVERNANCE CABINET MEMBER

INFORMATION GOVERNANCE FRAMEWORK UPDATE

1. OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 To consider and approve an update to the council's Information and ICT Security policy that forms part of the Information Governance Framework.
- 1.2 The key points in this report are as follows:
- The council is required to undertake a regular review of its Information Governance Framework and associated policies in order to demonstrate legally compliant practice.
 - A series of updates to the original and currently separate Information Security and ICT Security policies are proposed to reflect changes in legislation and national professional guidance. These changes are presented in the form of a single combined Information & ICT Security policy

2. BACKGROUND INFORMATION

- 2.1 Information is a key council asset, and it is crucial that it is looked after with the same care as other important assets, such as finance, people, land and property.
- 2.2 The Information Security Policy is one of a series of policies that sits as part of the Information Governance Framework relating to the management and security of information and personal data. It sets out how the council will comply with legal and best practice requirements governing information management. These requirements include the UK General Data Protection Regulation / Data Protection Act 2018 and the Freedom of Information Act. It sits alongside the currently separate ICT Security Policy which contains provisions that ensure that IT assets, infrastructure and systems and their associated use are safe, secure and compliant.
- 2.3 The key changes are as follows:
- The former Information Security Policy has been enhanced to become the "Information and ICT Security Policy", bringing together the originally separate Information Security Policy and the former ICT Security Policy, and combining them into a single policy statement given a cross-over of issues and content.
 - The policy has been amended through-out to add ICT Security detail to the previous Information Security requirements.
 - The policy has been amended through-out to reflect changes to UK GDPR since 1 January 2021

- Section 4.0 has been updated to replace 'Keep it Secure' with the 2021 version that takes account of updated guidance and the content of the revised Digital Technologies Policy.

3. OPTIONS FOR CONSIDERATION

- 3.1 Option 1: Approve the updated Information and ICT Security Policy.
- 3.2 Option 2: Amend or reject the updated Information and ICT Security Policy.

4. ANALYSIS OF OPTIONS

- 4.1 Option 1 is recommended as the revised policy reflects updated legislation and new national guidance.

5. FINANCIAL AND OTHER RESOURCE IMPLICATIONS (e.g. LEGAL, HR, PROPERTY, IT COMMUNICATIONS etc.)

- 5.1 The Information Governance team will lead and support the implementation of the revised policy and its embedding across the council.
- 5.2 Failure to comply with Information Governance legislation can result in the Information Commissioner imposing significant fines under the UK General Data Protection Regulation / Data Protection Act 2018.

6. OTHER RELEVANT IMPLICATIONS (e.g. CRIME AND DISORDER, EQUALITIES, COUNCIL PLAN, ENVIRONMENTAL, RISK etc.)

- 6.1 Information governance risk and related legislation has been considered as part of the review of the Information and ICT Security Policy.

7. OUTCOMES OF INTEGRATED IMPACT ASSESSMENT (IF APPLICABLE)

- 7.1 Data Protection is an integral part of the Integrated Impact Assessment and no adverse impacts have been identified. The Information and ICT Security Policy makes provision to meet the equality and privacy needs of individuals.

8. OUTCOMES OF CONSULTATION AND CONFLICTS OF INTERESTS DECLARED

- 8.1 Consultation is not applicable.
- 8.2 No conflicts of interest have been identified.

9. RECOMMENDATIONS

- 9.1 That the proposed changes as set out in the revised Information and ICT Security Policy (appendix) are approved.

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Background Papers used in the preparation of this report

ICO Guidance
Relevant legislation and guidance

**Appendix 1 –
Information and ICT Security Policy**