

SWANSCOMBE AND GREENHITHE TOWN COUNCIL  
**INFORMATION SECURITY POLICY**

(This Policy was reviewed by the full Council at its AGM held on 17 May 2023, minute 20/23 -24)

## 1. Objective

*The objective of information security is to ensure the business continuity of Swanscombe and Greenhithe Town Council and to minimise the risk of damage preventing security incidents and reducing potential impacts.*

## 2. Policy

- *The policy's goal is to protect the organisations informational assets<sup>i</sup>.*
- The Town Council has approved the information security policy.
- The security policy ensures that:
- Information will be protected against any unauthorized access.
- Confidentiality of information will be assured.
- Integrity of information will be maintained.
- Availability of information for business processes will be maintained.
- Legislative and regulatory requirements will be met.
- Information security training will be available for all employees.
- All actual or suspected information security breaches will be reported to the Information Security Manager and will be thoroughly investigated.
- Procedures exist to support the policy, including virus control measures and passwords.
- Business requirements for availability of information and systems will be met
- The Information Security Manager is responsible for maintaining the policy and providing support and advice during its implementation.
- All senior officers are directly responsible for implementing the policy and ensuring staff compliance in their respective areas of work.
- Compliance with the Information Security Policy is Mandatory.

Signed: Graham Blew

Position: Town Clerk

Date: 15 December 2016

Review Date: 19 May 2022

<sup>i</sup> Information can exist in various forms, and includes data stored on computers, transmitted over networks, printed or written on paper, sent by fax, stored on diskettes or magnetic tapes or discussed during telephone conversations.