

Draft Information Security Policy

Paper information

Any information on paper should be operated under a clear desk policy with information normally kept in a locked filing cabinet.

Any waste paper will be shredded before disposal.

Digital Information

A firewall and virus-checking operates on the Clerk's computer.

The Computer operating system is set up to receive automatic updates by downloading the latest patches or security updates, which will cover vulnerabilities.

Regular back-ups will be taken of the Council information on the clerk's computer system. These will be kept in a separate place so that in the event of a computer problem the information is not lost.

All emails from Stratton on the Fosse Parish Council will have the following appended:

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