



# ICT Security policy and usage guidelines

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## Foreword

Computers and their associated systems are central to the operation of the Council. The increasing importance of the use of electronic information not only internally with the Council but for 'citizen-centric' and 'business to business' communication highlights the need to understand how this technology exposes the Council to risk and legal liability.

The continued drive for mobile and remote working in support of business opportunities, places ever more pressure on us as we continue to 'blur the boundaries' between home life and the work place and it is increasingly important that we not only recognise the opportunities but the risk also as BYOD (Bring Your Own Device) and tablet computing (iPad or Android) makes access to information, systems and services ever easier.

Our reliance on the use and re-use of information, particularly when sharing with others, is an area where we must continue to be diligent and ensure we treat information, particularly personal information, with due care and respect.

At the touch of a button, emails can be sent immediately anywhere in the world or to too many people – at best it could lead the sender to make an embarrassing apology or at worst it could become the basis of a lawsuit in Court.

It is also worth remembering the Internet generally, is not a secure medium. There is a risk that information provided over the Internet might be intercepted by people you wouldn't want to read it. Information you provide to a website may be made available anywhere in the world and may not be protected by data protection legislation.

The objective of this document is to emphasise the importance of access to and use of ICT facilities such as the Internet and email and to protect the privacy and legal interests of the Council, its employees, members, contractors and its customers.

The approach used in this document is to encourage you to consider a series of issues about the usage and environment of ICT systems and the information contained therein. For ease of use, the document is split into several sections. Please ensure you are familiar with the policy and its implications; if in doubt, please ask.

Steve Rayment  
Head of ICT / FM Services

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**Version Control**

<b>Version Number</b>	<b>Date</b>	<b>Revision Details</b>	<b>Updated by</b>
	<i>June 2006</i>	<i>Updated to include current position and infrastructure changes</i>	<i>Steve Rayment</i>
	<i>Sept 2007</i>	<i>General review and update</i>	<i>Steve Rayment</i>
<i>Final version (v2)</i>	<i>March 2008</i>	<i>Updated to include infrastructure review and protection of sensitive data</i>	<i>Steve Rayment</i>
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<i>V4.1</i>	<i>April 2011</i>	<i>No changes required</i>	<i>Steve Rayment</i>
<i>V4.2</i>	<i>Dec 2011</i>	<i>Updated for CPSN requirements and Service Desk references</i>	<i>Steve Rayment</i>
<i>V5.x</i>	<i>April 2012</i>	<i>Updated to include reference to Members, Information Management and the new GCF.</i>	<i>Steve Rayment</i>
<i>V6.1</i>	<i>June 2103</i>	<i>Updated for PSN</i>	<i>Steve Rayment</i>
<i>V6.2</i>	<i>Nov 2013</i>	<i>No changes required</i>	<i>Steve Rayment</i>

## Section One

### ICT Security Policy & Guidelines Introduction

#### 1. Introduction

An effective level of computer security, based on risk and exposure, is required within the Council to ensure that the confidentiality, availability and integrity of computer systems owned and / or managed by the Council is established and maintained. This has become particularly important with the Internet and Email accessibility provided by the Council.

The summarised guidelines in this section should be read by everyone and continually referenced to provide the reader with a complete picture of the Council's minimum computer security requirements.

This policy has the full support of the Cabinet and Senior Management Team of South Cambridgeshire District Council.

#### 2. Scope

This policy applies to all users of the Council ICT systems, services and network regardless of location or method of connection to those systems, services and network. Users include but are not limited to, Council staff, temporary staff, elected Members, contractors and their staff, agents, vendors, suppliers and visitors.

#### 3. Guidance

The ICT Team will provide advice and guidance on all aspects of ICT security, including any questions on this document. If you suspect there has been a security breach, you should contact the Service Desk immediately.

#### 4. IT Legislation

You must adhere to current and future legislation relating to data/information sharing, manipulation and copying. This includes (but is not limited to):

##### **Electronic Communications Act 2000**

- An Act to make provision to facilitate the use of electronic communications and electronic data storage
- An electronic signature shall be admissible in evidence

##### **Telecommunications (Fraud) Act 1997**

- An Act to amend the Telecommunications Act 1984 to make further provision for the prevention of fraud in connection with use of a telecommunication system.

**Computer Misuse Act 1990 (c. 18)**

- Unauthorised access to programs and data.
- Unauthorised access with intent to commit a crime.
- Unauthorised modification of contents (this includes introducing viruses).

**Computer Copyright Act 1988**

- Under this law, a piece of software is regarded as the intellectual property of the person who wrote it, or the organisation, which employed the person to write it.

**Data Protection Act 1998**

Personal data should:

- be held for specific purposes
- be obtained and processed fairly and lawfully
- be adequate, relevant and not more than is required for the specific purpose
- be accurate and kept up-to-date

Personal data should not:

- be disclosed or used in any manner which is incompatible with the specific purpose for which it was obtained
- be held any longer than necessary

A breach of this legislation may result in disciplinary action. These guidelines apply to all onsite, offsite, desktop and portable hardware and software (as well as paper filing systems).

**Freedom of Information Act 2000**

The Freedom of Information Act applies to all 'public authorities' - this includes:

- central and local government
- the health service
- schools, colleges and universities
- the police
- lots of other non-departmental public bodies, committees and advisory bodies.

The FOI Act was passed to make a major step forwards in terms of openness and accountability and is part of a wider group of policies and gives any person the legal right to ask for and be given any information that is held by a public authority.

### **Environmental Information Regulations 2004**

The Environmental Information Regulations provides the right to obtain information about the environment held by public authorities, unless there are good reasons to keep it confidential.

- The Environmental Information Regulations provide members of the public with the right to access environmental information held by public authorities in England, Wales and Northern Ireland.
- The regulations give members of the public the right to request environmental information from public authorities. We generally have 20 working days in which to provide them with this information, providing it isn't exempt.
- The Environmental Information Regulations applies to public authorities and companies that are wholly owned by public authorities

## **5. The Rights of the Council**

South Cambridgeshire District Council reserves the right to monitor and/or log all uses of the Internet, email, and the Intranet.

All information sent via email using Council owned and / or managed systems remains the property of South Cambridgeshire District Council and may not be considered the property of the private individual.

The Council reserves the right to:

- Withdraw users' access to any computer systems and communication services, including Internet services
- Prohibit access to certain systems, services, social media, newsgroups, web pages and other computer based resources or peripheral devices.
- Remove or substitute the hardware or software used to access the Internet at any time and for any reason.

## **6. Roles and Responsibilities**

For this policy to be effective everybody must take personal responsibility for security, should maintain awareness and remain vigilant. The responsibility for the maintenance and updating of this policy lies with the Head of ICT.

## **7. Enforcement**

South Cambridgeshire District Council considers any violation of the policies set out to be a serious offence. All breaches of the policy will be investigated by the Human Resources section in-conjunction with Legal, Internal Audit and ICT. Any action taken will be in accordance with the relevant disciplinary procedure.



## Section Two

# Computer Security Policy

### 1. Introduction

This section is intended for all users and relates to the general use and security of ICT equipment owned and / or managed by the Council. It includes:

<i>Sub-section</i>	<i>Subject Area</i>
System Access Policies	Controls relating to user access of computer equipment, such as passwords.
Information Policies	Policies to protect the confidentiality and integrity of the Council's data.
Software Policies	Policies to protect the integrity, appropriateness and legality of the Council's software packages.
Computer Hardware/Physical Systems Policies	Policies and guidelines to protect ICT hardware against potential damage (either to the hardware or to staff) or theft.

The Council has agreed the policies and guidelines. Failure to comply with the policies and guidelines will be considered a serious offence and may lead to disciplinary procedures.

### 2. System Access Policies

<i>Number</i>	<i>Policy Item</i>
1.	You should only access information that is your own, that is publicly available, or that to which you have been given authorised access.
2.	Never use or borrow a colleague's user name or password or allow anyone to borrow yours. If you have forgotten your user name or password, contact the Service Desk (x3400) for advice. Violation of this access policy will be considered a disciplinary offence.
3.	All users must have 'strong' passwords. Passwords must be alphanumeric, have a minimum of 7 characters in length and contain at least one digit. It is the user's responsibility to prevent their user ID and password being used to gain unauthorized access to Council systems. Change your passwords if you have any reason to believe that someone else knows them.
4.	Passwords must not be written down in a way that can be interpreted by someone else.
5.	Always protect your password.
6.	Network access passwords will be changed every 60 days. You will receive automatic reminders to do this. Password history protection disables your ability to 'recycle' recently used passwords.
7.	When accessing non-work related Internet sites, never use a South Cambridgeshire District Council password or User ID to register a login.

<i>Number</i>	<i>Policy Item</i>
8.	<p>Always log out, shut down or "lock" your computer when it is unattended (particularly at lunchtime and during meetings). PC's will automatically lock if left unattended for more than 10 minutes.</p> <p>Unless you have special requirements authorised by the Head of ICT or nominated representative you should shut down your computer at the end of the working day. (NB. Always do this before switching it off). In the event that computers are not shut down, automated systems will be employed to enforce energy savings requirement.</p>
9.	Service Managers must ensure that access rights to systems are removed when users leave Council employment, or such access rights are modified appropriately when users move to a different job function. This should be instigated by providing details to the Service Desk (x3400) in advance of the change in status.
10.	Managers / HR must ensure that the Service Desk (x3400) is informed of any new starters in order for them to be registered on the appropriate systems and if necessary additional equipment ordered.
11.	<p>In all cases, unless there is a technical exception that cannot be overcome, all remote access to SCDC network systems will be facilitated by correctly authenticated 2 factor SSL-VPN sessions.</p> <p><b>Access to Councils network and systems from internet cafes or other 'untrusted' environments is strictly forbidden</b>, any such actions could result in disciplinary proceedings. Only under exceptional circumstances will modems be used by third parties to access systems. Any such modems must be disabled or disconnected at all times except when legitimately required. The process by which a third party will access the system will be managed by the ICT Support Team via the Service Desk (x3400).</p>

### 3. Information Policies

<i>Number</i>	<i>Policy Item</i>
1.	ICT will support the process for good information management by ensuring appropriate controls and procedures are established to protect the security of data on networks, and the protection of connected services from unauthorised access.
2.	Anti-virus checks should be done routinely on all software, disks and systems. All South Cambridgeshire District Council PCs and Laptops have SOPHOS Antivirus (automatic virus checking software) installed; it is an offence to change the installed setting as this could interfere with its accuracy of virus detection. Any item found to be infected must be reported immediately to the Service Desk (x3400). Computers and/or laptops used to remotely access Council systems should be updated with the latest antivirus software, operating system releases, security patches and application software releases. Additional software controls will be employed as required to minimise loss of information through the use of USB and other directly connected peripheral devices.
3.	You must inform the Senior Information Management Officer of all new databases created that will be used to store any personal data.
4.	If there is any doubt relating to the source or content of information, seek advice from the Service Desk (x3400) before opening or saving the file.
5.	Reasonable precautions must be taken when transferring personal / sensitive data in either hardcopy or electronic form. Always ensure sensitive information to which you have access is used securely and is only disclosed to those users who are authorised to have access to it. For example, always destroy printed output of a sensitive nature. Confidential output must be placed in a secure confidential waste bin or shredded.

<i>Number</i>	<i>Policy Item</i>
6.	<p>Ensure that personal / sensitive data is transferred under conditions of security appropriate to the type of data and anticipated risk. Employees are responsible for:</p> <ul style="list-style-type: none"> <li>○ The security of any data they extract or otherwise remove from Council owned systems</li> <li>○ The security of any data they place on personally owned or Council owned computers being used from remote locations.</li> </ul> <p>Access to Councils network and systems from internet cafes or other 'untrusted' environments is strictly forbidden, any such actions could result in disciplinary proceedings</p> <p>Unless using the PSN secure network, sensitive data should never be transmitted via email or in any other plain text or common format. The Councils Information Management Team can advise on how to process information securely.</p>
7.	<p>Sensitive computer data should be stored in the shared folders on servers provided by ICT, such as the W, X and Y drive. This will ensure the security of the data copy and that regular backups are taken. Never store work related material on your 'local' C: drive. Use of the user personal Z drive should be restricted to the users own work related confidential matter, do not use the Z drive to store documents to be shared / accessed by colleagues.</p>
8.	<p>Avoid copying or downloading sensitive data from the Councils systems to your PC, Laptop etc unless absolutely required. Controls to protect the sensitivity of Council data may not be available on other systems or devices. In all cases, you should always ensure you have the appropriate permissions.</p>

#### 4. Software Policies

<i>Number</i>	<i>Policy Item</i>
1.	<p>If you believe that you have a computer virus, or you receive an email relating to a computer virus, contact the Service Desk (x3400) immediately.</p>
2.	<p>No user should make or use unlicensed or illegal copies of copyrighted software under any circumstances. Users are not permitted to bring software from home (or any other external source) and load it onto Council computers. Under no circumstances should personal or unsolicited software be loaded onto a Council machine</p>
3.	<p>Never intentionally access or transmit computer viruses, malware, adware or similar software.</p>
4.	<p>All new software should be checked and installed by ICT, unless agreed otherwise with the Head of ICT or nominated representative. Every piece of software installed on Council equipment is required to have a council owned licence and the Council will not condone the use of any software that does not have a licence. Regular monitoring of systems takes place and software installation / use is recorded for audit purposes. Use of unlicensed software is a disciplinary offence.</p>
5.	<p>Any software not installed and/or supported by ICT which:</p> <ul style="list-style-type: none"> <li>○ Causes a technical problem</li> <li>○ Is being used illegally</li> <li>○ Is found to be offensive or inappropriate</li> <li>○ Contravenes ICT Strategy requirements</li> <li>○ Is otherwise considered to be a security risk</li> </ul> <p>may be removed from your PC and/or the standard corporate PC 'image' will be restored.</p>
6.	<p>Unauthorised users should not access, copy, alter, or interfere with computer programs or data. Unauthorised changes to software must not be made.</p>
7.	<p>Staff negotiating contracts under which software is to be written for the Council must ensure that suitable arrangements are made for the copyright to be vested in the Council. If appropriate, line of business applications should be considered for ESCROW status.</p>

<i>Number</i>	<i>Policy Item</i>
8.	Users must not attempt to disable or reconfigure any computer system security software including the Councils system monitoring, Anti Virus or Personal Firewall software.

## 5. Computer Hardware/Physical Systems Policies

<i>Number</i>	<i>Policy Item</i>
1.	Always take appropriate steps to ensure the security of the Councils hardware when away from the premises. For example, never leave computer equipment (PARTICULARLY LAPTOPS or TABLETS) in your vehicle, hidden from view or not. Security of the equipment is the users responsibility.
2.	Equipment should, where possible and appropriate, be sited away from windows and doors; if appropriate, it should be secured to furniture to reduce the likelihood of theft.
3.	Where systems and/or equipment are made available to you for use outside of normal South Cambridgeshire District Council office locations, then all policies here will apply.
4.	Access to peripheral devices with memory storage capabilities will be controlled to ensure appropriate security of sensitive data. Access to devices such as writeable CD's, PDA's, digital cameras will be restricted to 'read only'. The Councils systems will only allow 'write' access to council owned and encrypted USB memory devices, all other such devices will be managed appropriately.
5.	All equipment should be identified via a secure label ("asset tag") and included in the Council's inventory list maintained by ICT.  Users should report any deliveries of ICT equipment and other related hardware to ICT so that such marking can take place.  Users should report to the Service Desk (x3400) any equipment that is not asset tagged.
6.	ICT must ensure that all ICT hardware complies with Health & Safety regulations. All users are required to co-operate with ICT staff in their efforts to ensure Health & Safety regulations are being met.
7.	Unless specifically authorised by the Head of ICT, you should not connect non-South Cambridgeshire District Council hardware to the network. In exceptional circumstances, where connection to the network is to be allowed, this will only be permitted once the hardware in question has been subjected to the appropriate anti-virus health checks and verified as clean and safe.
8.	Do not install modems or wireless devices on South Cambridgeshire District Council PCs or laptops. If a modem or wireless device is required, the request needs to be authorised by the Head of ICT or nominated representative.
9.	When leaving the employment of the Council, all manuals, equipment, documentation and any other materials belonging to the Council must be returned on or before your last working day.
10.	Corporate Information Technology facilities and equipment supporting critical or sensitive business activities must be housed in secure areas and physically protected from security threats and environmental hazards. The Council has provided a secure ICT Computer Room managed by the ICT Support team for this purpose.  Where it is not practicable to locate such equipment in the ICT Computer Room, please contact the Service Desk (x3400) for advice on secure equipment location.
11.	Any potential security problems relating to computer hardware should be reported to the Service Desk (x3400).

<i>Number</i>	<i>Policy Item</i>
12.	<p>Wherever practicable output devices, such as printers, should be located where they are readily visible to the person who requested the output, so that sensitive data can be collected immediately.</p> <p>When using corporate multi-functional printing devices, users should use the appropriate secure print / password protection to ensure the confidentiality of sensitive data.</p>

## 6. Government Public Services Network (PSN) Policies

<i>Number</i>	<i>Policy Item</i>
<p>In addition to the policies contained within this document, the PSN network requires nominated users to comply with the following,:</p>	
1.	<p>All users of the PSN connection must be aware of the commitments and security measures surrounding the use of this network. All Councillors, Committees, Services, Partners, Employees of the Council, contractual third parties and agents of the Council using the PSN facilities, must adhere to this policy.</p> <p>All users requiring access to the PSN network in any way will be required to:</p> <ul style="list-style-type: none"> <li>○ Read and understand the PSN Acceptable Usage Policy (AUP) and sign the Personal Commitment Statement.</li> <li>○ Understand that any communication sent via the PSN may be intercepted or monitored.</li> <li>○ Agree to comply with all of the Councils aforementioned security rules and associated ICT Security Policies and Usage Guidelines</li> </ul>
2.	<p>Users of the PSN will take all reasonable precautions to prevent the unauthorised disclosure of Sensitive, PROTECTED or RESTRICTED information.</p> <p>Users will follow the Councils Information Protection Policy for processing records and information, which are protectively marked; understand the risks of disclosing PROTECTED or RESTRICTED records and information via unsecure communication methods; the impact and actions to be taken in the event of data loss.</p> <ul style="list-style-type: none"> <li>○ All information assets, where appropriate, must be assessed and classified by the owner in accordance with the HMG Security Policy Framework (SPF).</li> <li>○ Information up to RESTRICTED sent via the PSN must be labelled appropriately.</li> <li>○ Access to information assets, systems and services must be conditional on acceptance of the PSN Acceptable Usage Policy (AUP).</li> <li>○ PROTECT and RESTRICTED information must not be disclosed to any other person or organisation via any insecure methods including paper based methods, fax and telephone.</li> <li>○ Disclosing PROTECT or RESTRICTED classified information to any external organisation is also prohibited, unless via the PSN email.</li> <li>○ Where PSN email is available to connect the sender and receiver of the email message, this must be used for all external email use and must be used for communicating PROTECT or RESTRICTED material.</li> <li>○ The disclosure of PROTECT or RESTRICTED classified information in any way other than via PSN email will be considered a disciplinary offence.</li> </ul>

3.	<p>All information security events or incidents must be reported immediately to the Service Desk (x3400) to ensure timely investigation, response and action. The Service Desk will escalate to the Head of ICT or nominated representative where appropriate.</p> <p>An Information Security Incident includes, but is not restricted to:</p> <ul style="list-style-type: none"> <li>○ The loss or theft of data or information</li> <li>○ The transfer of data or information to those who are not entitled to receive that information</li> <li>○ Attempts (either failed or successful) to gain unauthorised access to data or information storage or a computer system</li> <li>○ Changes to information or data or system hardware, firmware, or software characteristics without the Council's knowledge, instruction, or consent</li> <li>○ Unwanted disruption or denial of service to a system</li> <li>○ The unauthorised use of a system for the processing or storage of data by any person</li> </ul> <p>In the event of significant breach, where appropriate ICT will report the incident to the Information Commissioners Office and / or the Computer Emergency Response Team at GovCert.UK for action/follow-up.</p>
4.	<p>Security scanning will take place on a regular basis and at least:</p> <ul style="list-style-type: none"> <li>○ On a quarterly basis, network scanning will be conducted to ensure a safe and compliant infrastructure.</li> <li>○ On an annual basis, ICT will carry out an IT Health Check as part of the annual Government Secure Intranet re-authorisation submission.</li> <li>○ Users may be required to participate in the testing.</li> </ul>
5.	<p>Users of the PSN network will be allocated a unique user ID.</p> <p>All users must have strong passwords, which must be protected at all times. Passwords must be alphanumeric, have a minimum of 7 characters in length and contain at least one digit. It is the user's responsibility to prevent their user ID and password being used to gain unauthorized access to Council systems.</p> <ul style="list-style-type: none"> <li>○ Passwords must be protected at all times and must be changed at least every 60 days. Password history prevents recycling of existing passwords.</li> <li>○ User access rights will be reviewed at regular intervals</li> <li>○ Partner agencies or 3rd party suppliers must not be given details of how to access the Council's network without permission from ICT Service Desk</li> <li>○ Partners or 3rd party suppliers must contact the ICT Service Desk before connecting to the Council's network</li> </ul>
6.	<p>If mobile services are accessed from outside the United Kingdom then users must follow the instructions given by ICT and understand the risks of using IT equipment abroad.</p>
7.	<p>Mobile and/or remote working solutions must be via Council approved means. Access to Council's network and systems from internet cafes or other 'untrusted' environments is strictly forbidden, any such actions could result in disciplinary proceedings.</p>
8.	<p>All user activities will be logged and will be reviewed by SCDC Management and the Cabinet Office as required.</p>

9.	Users will be prevented from copying sensitive data onto personal portable media devices; always ensure a Council owned encrypted device is used. Council systems are configured to restrict access to unauthorised devices.
10.	Protectively marked external email information must only be sent via the PSN network. Protected information must not be sent or forwarded to personal email accounts or less secure domains.
11.	<p>Users must ensure that appropriate security measures are taken to stop unauthorised access to PROTECTED or RESTRICTED information, either on portable computer devices or in printed format.</p> <p>In all cases, confidentiality and Data Protection principles apply.</p>
13.	<p>It is the Councils policy to manage the use of all removable media devices. The use of removable media devices will only be approved if there is a valid business case for its use. All use of removable media / removable media devices is monitored; all content on removable media / removable media devices is checked for integrity.</p> <ul style="list-style-type: none"> <li>○ Any removable media device that has not been supplied by ICT must not be connected to Council equipment or the Councils network unless authorised.</li> <li>○ All data stored on removable media devices must be encrypted where possible.</li> <li>○ Damaged or faulty removable media devices must not be used.</li> </ul> <p>Special care must be taken to physically protect the removable media device and stored data from loss, theft or damage. Anyone using removable media devices to transfer data must consider the most appropriate way to transport the device and be able to demonstrate that they took reasonable care to avoid damage or loss</p> <p>Removable media devices that are no longer required, or have become damaged, must be returned to the ICT Service Desk (x3400) to be disposed of securely to avoid data leakage.</p>
14.	<p>The Council and its users must adhere to all current and future legislation relating to data/information sharing, manipulation and copying.</p> <ul style="list-style-type: none"> <li>○ The Council will ensure compliance with the Data Protection Act 1998</li> <li>○ Staff should be aware of their responsibilities in regard to the Data Protection Act.</li> <li>○ The Council has established a number of roles to assure compliance of this policy</li> <li>○ Every Council user has a duty to provide advice and assistance to anyone requesting information under the Freedom of Information Act</li> <li>○ All Councilors must accept responsibility for maintaining Information Security standards within the Council</li> <li>○ PROTECT or RESTRICTED information, and equipment used to store and process this information, must be stored securely.</li> <li>○ Desktop PCs should not have data stored on the local hard drive.</li> <li>○ Non-electronic information must be assigned an owner and a classification. PROTECT or RESTRICTED information must have appropriate information security controls in place to protect it.</li> </ul>

## Section Three

### Internet and Email Security & Usage Policy

#### 1. Introduction

This section is intended for all Council staff and others offered access to Council ICT resources including elected Members, temporary staff, contractors and their staff, agents, vendors, suppliers and visitors, and relates to the specific use of the Council's Internet and email facilities. It includes:

<i>Sub-section</i>	<i>Subject Area</i>
Email Policies	Controls and guidance relating to the use of email facilities provided by the Council.
Internet Use Policies	Controls and guidance relating to the use of Internet access facilities provided by the Council.

The Council has agreed the policies and guidelines. Failure to comply with the policies and guidelines will be considered a serious offence and may lead to disciplinary procedures.

#### 2. Email Policies

<i>Number</i>	<i>Policy Item</i>
1.	All incoming and outgoing email relating to the Council and / or it's associated services, processes and procedures must be made via Council owned email addresses, the use of private email addressing for Council business is strictly prohibited.
2.	All incoming and outgoing email relating to the Council must be treated in the same way as formal business correspondence, and must follow normal authorisation and other procedures (such as correspondence logging and response monitoring). It should be noted that email can be used for documentary evidence in disciplinary proceedings, libel cases etc. even after it has been deleted.
3.	Do consider if email is the best way to send a message. Always include a meaningful subject line and ensure your message is clear and unambiguous. Don't send email for the sake of it and only copy your email to those people who need a copy. For wider audiences, the use of 'blind copy' addressing may be appropriate.
4.	Official Council records communicated through email must be identified, managed, protected, and maintained as long as needed for ongoing operations, audits, data protection, legal actions, or any other known purpose.
5.	Emails received that invoke an emotional response and generate an impulse for an immediate response should only be responded to after due consideration and in a measured way. Do not send messages that could be perceived as aggressive, abusive, sexually offensive, racially biased or discriminatory.
6.	Do not engage in activities that violate the privacy of others or unfairly criticise, misrepresent others; this includes copying distribution to other individuals, creation or transmission of anonymous messages or deliberately forging messages or email header information, (i.e. without clear identification of the sender).
7.	Do not send messages in CAPITALS – it may be interpreted as shouting.



<i>Number</i>	<i>Policy Item</i>
8.	Email and message services using the internet are generally not secure. Where possible, highly confidential material should not be sent by email. Where this is not possible, encryption and/or password protection should be used. For further information please contact the Service Desk (x3400).
9.	All emails are seen to originate from the Council. Therefore, the messages concerned shall not in any way contravene any legislation or this policy. In addition a corporate disclaimer will be added to all emails by default, using corporate content security software.
10.	Please note that deleting an email does not guarantee that the communication has been fully erased and therefore email must be treated as a permanent record.
11.	Users must not use an email account assigned to another individual to send or receive messages.
12.	If you receive a chain email or an email notifying you of a virus, do not forward it – contact the Service Desk in person or by telephone (x3400) first.
13.	Do not open attachments from anyone you do not know. Be very careful of external emails that you are sent from an unknown or unexpected source as attached files can often contain deliberate viruses.
14.	You must not use email or the Internet send or receive email that is obscene, sexually explicit, pornographic, racist, defamatory, hateful, incites or depicts violence, or describes techniques for criminal or terrorist acts or other objectionable material of any description including any material that may contravene any legislation; for example, by broadcasting unsolicited or libellous messages, by sending inappropriate mail, or by using someone else's name or User ID.
15.	Avoid responding to unsolicited mail. Responding to unsolicited mail only confirms that you have an active email address and could open you up to further solicitation that can clog your email inbox. If you are receiving repeated unsolicited mail from one source, please notify the Service Desk (x3400).
16.	If you are going to be away, a colleague should be entrusted to check your messages, or rules should be set on your computer system to automatically forward email to a colleague whilst you are away. On the other hand if you are sending a strictly confidential email, which should not be read by a delegated individual, then the message security should be set to 'confidential' and your email client configured to prevent access to such emails to anyone but the addressee. The Service Desk (x3400) can help you to configure your email client.
17.	You should avoid sending excessively large emails or attachments. If you want to send a large file, typically a 10Mb or more attachment, please contact the Service Desk (x3400) for assistance.
18.	The Council's email system should be used primarily for the conduct of the Council's business. Reasonable and responsible private use is allowed but should take place in your own time.
19.	Never use the Council's email system for political lobbying or private business, or knowingly doing anything that is illegal under English law or the law of any other country. Remember that both the civil and criminal law recognises e-mail as evidence of libel, copyright infringement, software theft, discrimination and harassment.
20.	Users should be aware that email messages originating from Council systems remain the property of the Council and can be accessed and monitored by authorised staff. Any private correspondence held on Council email systems will be treated in the same manner as business-related information and messages.
21.	Users should not represent their personal opinions as those of the Council, do not use your Council e-mail address to express a personal opinion. That may be interpreted as Council policy.
22.	Users should refrain from using the Council's email system to send or receive high volumes of emails for bulk mailing, without the prior permission of your Director or Head of ICT.

### 3. Internet Use Policies

<i>Number</i>	<i>Policy Item</i>
1.	Access to Internet services must only be initiated by using Council-approved systems, software and Internet connections.
2.	The Council, to ensure facilities are not being misused, will undertake regular monitoring of both Internet and email systems use.
3.	A 'firewall' has been placed between the South Cambridgeshire District Council network and the Internet to protect our systems. Users must not circumvent the firewall by using modems or 'network tunnelling' software to connect to the Internet.
4.	Content security software has been installed to monitor and control the viewing of Web content. This works on the principle of a list, automatically updated daily, of Web sites considered inappropriate for viewing. If you require access to a site which is reported as being blocked by the content security software, please inform your manager who can then request the Service Desk (x3400) for the site, if appropriate, to be made accessible.
5.	Never use the Council's internet account for political lobbying or private business, or knowingly doing anything that is illegal under English law or where applicable, the law of any other country. Remember that both the civil and criminal law recognises activities perpetrated via internet access as evidence of libel, copyright infringement, software theft, discrimination and harassment.
6.	Internet access facilities should be used primarily for the conduct of the Council's business. Reasonable and responsible personal use is allowed, but should take place in your own time. All users will be prevented from accessing specific types of site at any time by content security software. A list of these sites will be provided and maintained by a third party.
7.	When providing your contact details to a Web site avoid giving out your Council email address since many Web sites will distribute your address to other parties, possibly resulting in unsolicited mail.
8.	Some organisations and companies accept orders for goods and services via the Internet. The fact that Internet access has been granted does not authorise you to place orders for yourself or in the name of the Council. Any orders placed in this way must be authorised through the normal procedures.
9.	You must not participate in any activities that could intentionally cause congestion and disruption of networks and systems.
10.	If you receive any offensive electronic information you must report it immediately to the Service Desk (x3400).
11.	It is unacceptable to use, display or transmit any information which is obscene, sexually explicit, pornographic, racist, defamatory, hateful, incites or depicts violence, or describes techniques for criminal or terrorist acts or other objectionable material of any description including any material that may contravene any legislation.
12.	Never access or transmit information about, or software designed for, breaching security controls or creating computer viruses. Deliberate introduction of any damaging virus is a crime under the Computer Misuse Act 1990.
13.	Unless otherwise authorised by the Head of ICT or nominated representative, you must not download software applications from the Internet. If in doubt, contact the Service Desk (x3400). For clarity, software applications include games & screensavers as well as demonstration, evaluation free and shareware software.
14.	If your work requires the legitimate use of social media, 'chat lines' or similar messaging facilities please contact the Service Desk (x3400) for advice and guidance. The Council's automated filtering systems may block any such access unless authorised.
15.	You must not infringe copyright law in any way including downloading copyright material, or making South Cambridgeshire District Council copyright material accessible to others.

<i>Number</i>	<i>Policy Item</i>
16.	Web sites you visit may implant software known as 'cookies' on your machine. Some of these cookies serve a useful purpose, for example to facilitate e-commerce transactions, but some are used to track your movements on the Internet. Check your 'Cookie' files and consider deleting those you do not want. For more information contact the Service Desk (x3400).
17.	Inappropriate use of the Internet will be considered a disciplinary offence and may lead to dismissal. It could also lead to criminal or civil action if illegal material is involved or if legislation, such as the Data Protection Act, is contravened.
18.	Above all, use common sense. Be smart when you are on the Internet, and maintain a healthy dose of scepticism. Use caution when revealing personal information, such as your physical address.

## Section Four

### Members ICT

The purpose of this section is to provide Members with a high level overview of all relevant Council requirements, which affect the Members use of the Council's computers, ICT facilities and network resources. In all instances, other references with the ICT Security Policy and Usage Guidelines apply.

<i>Number</i>	<i>Policy Item</i>
1.	The 'Members Agreement' formally acknowledges this policy and by signing the agreement Members acknowledge that they have read and understood its content, agree to comply with these guidelines and all relevant Council policies, as well as identifying the equipment received on loan. This is consistent with the National Code of Local Government Conduct for Members.
2.	ICT and information security is the responsibility of the Council as a whole and consequently a responsibility of all individual users including Members.
3.	Members agree to use all Council equipment supplied in accordance with the Council's ICT Security Policy and Usage Guidelines. Specifically, the laptop must not be used in a manner likely to bring the Council into disrepute nor to download, produce or disseminate pornographic material or any other material that could be considered offensive with respect to gender, marital status, sexual orientation, disability, age, race, colour, nationality, religion or ethnic origin.
4.	Equipment is supplied to Members to enable access to corporate facilities, assist Members in carrying out their duties as a Councillor and constituency-related tasks. Equipment must not be used for secondary business activities.
5.	In cases of use of the equipment provided for the preparation of any material of a political nature, it must be made clear that such material is not published by or on behalf of the Council, and that the Council as a consequence of its publication has incurred no costs.
6.	Reasonable and responsible personal use is allowed, but all user must comply with the content of this document and the ICT Security Policy and Usage Guidelines.
7.	Any required enhancement to the equipment provided to Members must be referred to the Service Desk (01954 713400).
8.	The Council reserves the right to request sight of the supplied equipment, conduct any required audit and inspect the laptop computer at any time.
9.	Any equipment or software loaned to Members by the Council remains the property of the Council and must be returned upon request, or when the Members term has ceased.
10.	ICT and information security is viewed seriously by the Council and any breach of this policy could lead to appropriate action being taken against those who commit such a breach. Any deliberate breach of this policy could also amount to a criminal offence under, for example, the Computer Misuse Act 1990 or the Data Protection Act 1998. Any Member who has knowledge of a violation of this policy and guidelines must report that violation as soon as possible to the Service Desk (01954 713400).
11.	Members must ensure the security, integrity, confidentiality and availability of all data created, processed or used. Further information can be found on the Council's intranet (InSite). Alternatively, the Information Management Team can provide additional guidance.
12.	Members authorised to access the Council's network are given a unique profile, which limits their access to approved data, files and software. Members must use their unique profile (user id and password) whenever using a Council laptop to access the Council's network, applications, databases or other resources.

<i>Number</i>	<i>Policy Item</i>
13.	Reasonable security precautions must be taken when handling or transferring personal or sensitive data in either electronic or hardcopy format and where applicable, handled in accordance with any protective marking. Members should ensure that protectively marked information, to which they have access, is used securely and is only disclosed to those who are authorised to have access to it.
14.	The Z drive should only be used for retaining your council related files and is restricted to a capacity of 1GB. Therefore, it is recommended that redundant files be routinely deleted. Further advice about additional storage space can be obtained from the Service Desk (01954 713400).
15.	Members are wholly responsible for making regular back-up copies of files and e-mails received, created or downloaded, and any additional software installed. Such backups should be made using the CD-RW drive provided. Council information/data must not be stored on non-Council equipment.
16.	Members undertake to care for all Council equipment and consumables as if it were their own. Where misuse, neglect or vandalism is evident, the replacements will be charged at cost. In particular, the laptop must be treated with care during transport, and Members must be alert to the danger of theft. Ensure adequate precautions are taken to protect all desktop devices, e.g. Laptops, printers and scanners, against theft and accidental damage and are retained in a secure environment when not in use.
17.	Members will also ensure that appropriate security measures are taken to stop unauthorised access to sensitive or protectively marked information.
18.	An 'Information Security Incident' is an adverse event that has caused or has the potential to cause, damage to any party such as the Council, its staff, Members, businesses or members of the public. All suspected events should be reported to the Service Desk (01954 713400).
19.	Although it is acknowledged that circumstances may arise when the sending or receiving of personal emails is acceptable, the email system is primarily for use in connection with the role as a Councillor. Members should not use the Council's Email facilities in connection with any secondary business activities unless approved as part of any formal Council scheme.
20.	Any e-mail copied to an officer of the Council, unless otherwise advised, will be regarded as 'for information purposes only'.
21.	E-mail relating to the Council must be treated in the same way as formal business correspondence. It is always advisable to check the identity and address of the recipient before sending the email to ensure that the correct person has been selected. This is particularly important when sending sensitive or confidential information or documents.
22.	Members are responsible for managing their mailbox(s) and ensuring emails are stored in the most efficient and effective way. When emails are no longer needed they should be deleted.
24.	Members are responsible for ensuring that their use of the Internet is ethical and lawful at all times. Misuse of the Internet may result in disciplinary action or in exceptional circumstances referral to the Police and/or prosecution.
25.	The Council accepts no responsibility for any damage or distress caused to Members by their accessing inappropriate or offensive material when connected to networks not belonging to the Council. The Council's Internet facility is designed to automatically prevent access to unsuitable or inappropriate sites. If a legitimate site cannot be accessed because it is blocked, contact the ICT Helpdesk for advice and guidance.
28.	Further help and advice can be obtained from the Service Desk or the Information Management Team:  Service Desk phone: 01954 –713400, or  Email: <a href="mailto:servicedeskdesk@scams.gov.uk">servicedeskdesk@scams.gov.uk</a> .;  Information Management Team phone: 01954 713318, or  Email: <a href="mailto:informationmanagement@scams.gov.uk">informationmanagement@scams.gov.uk</a> .

## Section Five

### ICT Security Policy Management

#### 1. Introduction

This section provides part of the framework for security and control over the use of ICT by introducing a set of reference guidelines for Council staff, elected Members, temporary staff, contractors and their staff, agents, vendors, suppliers and visitors, to establish and maintain a controlled environment for assets owned and / or managed by the Council including Internet and Email Security. This section is intended for use by management staff to help them manage the policies and understand why the Council's security controls are needed.

In summary, South Cambridgeshire District Council must provide sufficient control safeguards and security organisation to underpin the Council's ICT Security policy and usage guidelines and protect staff from inadvertent exposure to malicious or illegal activity. Without these, the long-term health of the Council is at risk.

#### Definition of Security

ICT Security can be defined as *“the protection afforded to an automated information system in order to attain the applicable objectives of preserving the integrity, availability and confidentiality of information system resources (including hardware, software, firmware, information/data, and telecommunications)”*.

The risk concerns the following categories of loss:

<b>Category</b>	<b>Description</b>
Confidentiality of information	Confidentiality refers to the privacy of personal or corporate information. This includes issues of copyright.
Integrity of data	Integrity refers to the accuracy of data. Loss of data integrity may be gross and evident, as when a computer disk fails, or subtle, such as when a character in a file is altered.

Assets	<p>The assets that must be protected include:</p> <ul style="list-style-type: none"> <li>○ Computer and peripheral equipment</li> <li>○ Communications equipment</li> <li>○ Network infrastructure including WiFi connectivity</li> <li>○ Computing and communications premises</li> <li>○ Power, water, environmental control, and communications utilities</li> <li>○ Supplies and data storage media</li> <li>○ System computer programs and documentation</li> <li>○ Application computer programs and documentation</li> <li>○ Information</li> </ul>
Efficient and appropriate use	Efficient and appropriate use ensures that Council ICT resources are used for the purposes for which they were intended, in a manner that does not interfere with the rights of others.
System availability	Availability is concerned with the full functionality of a system (e.g. finance or payroll) and its components.

The potential causes of these losses are termed 'threats'. These threats may be human or non-human, natural, accidental, or deliberate. Examples of threats, particularly relating to email, are provided in this section.

## Reasons for ICT Security

Confidentiality of information is mandated by common law, formal statute, explicit agreement, or convention. Different classes of information warrant different degrees of confidentiality.

The hardware and software components that constitute the Council's ICT assets represent a sizeable financial investment that must be protected. The same is true for the information stored in its ICT systems, some of which may have taken huge resources to generate, and some of which can never be reproduced.

The use of Council ICT assets in other than a manner and the purpose for which they were intended represents a misuse of valuable Council resources, and possibly a danger to its reputation or a violation of the law.

Finally, proper functionality of ICT systems is required for the efficient operation of the Council. A number of systems are of paramount importance to enable the Council to discharge its responsibilities and carry out its business.

## 2. Responsibilities

To build and maintain an appropriate security environment requires the organisation and management of data security within South Cambridgeshire District Council.

The following responsibilities have been identified and assigned.

## Policy Management

### Overall Policy Approval

Approval of the ICT Security policy and usage guidelines is vested with the Senior Management Team of the Council and the appropriate Portfolio Holder.

### Management of the ICT Security policy and usage guidelines

Information security is a business responsibility that must be supported by Management. A process must be in place to ensure that information security requirements are monitored at a high level. The Head of ICT, will act as the security adviser, to:

- Monitor exposure to threats to the Council
- Ensure the security of the Councils information assets.
- Review and monitor any security incidents.
- Originate, approve and support initiatives to improve security.
- Promote awareness of information security throughout the Council.
- Consider security measures for new systems or services.

Formulation, review and maintenance of the ICT Security policy and usage guidelines are the responsibility of the Head of ICT or nominated representative.

### Policy Implementation

Each user of the Council's ICT systems, including Internet and email services, will be responsible for implementing the policy.

### Head of ICT

It is the responsibility of the Head of ICT to:

- Provide specialist advice on computer security
- Where required, provide a security 'sign-off' for all new computer systems and major system enhancements during procurement, development and before implementation
- Evaluate all new computer security products proposed for implementation in South Cambridgeshire District Council systems
- Determine a strategy for computer security training for all staff and ensuring its implementation



- Authorise removal of any ICT assets from Council property, as advised by System Owners (see section 2.5) and ICT staff.
- Investigate any suspected security breaches or misuse with the Internal Auditor
- Maintain security documentation

## **Executive Management Team**

It is the responsibility of EMT, at their meetings, to:

- Review any identified security risks
- Make appropriate recommendations for the updating of the ICT Security policy and usage guidelines.

## **System Owners**

It is the responsibility of System Owners (those with overall responsibility for a system and its information) to:

- Produce and maintain user system access rights
- Ensure that user's access rights are removed from the system when their jobs change or they leave the Council
- Notify the Service Desk (x3400) of users to be deleted from their systems, so that network access rights to the system can be removed
- Authorise requests for extended/out of hours network access for users
- Ensure all systems are registered under the Data Protection Act
- Determine appropriate access levels
- Ensure all computer assets are accounted for and have a nominated 'owner' who will take appropriate steps to secure that asset
- In consultation with the Head of ICT, request the removal of ICT assets from Council property.
- Ensure all incidents, breaches or potential incidents of computer security are reported via the Head of ICT as soon as possible
- Ensure all users adhere to the Copyright, Misuse and Data Protection Acts and the organisation's ICT Security policy and usage guidelines

## **System Users**

It is the responsibility of system users (any person making use of the system in the course of their normal duties) to:

- Ensure the security of hardware and software assets placed in their care
- Protect ICT equipment against theft and malicious or accidental damage
- Comply with the ICT Security policy and usage guidelines.

## Data Protection Officer

- Produce and maintain Data Protection Act Registrations
- Produce and maintain Risk Register associated with the Act

## ICT Support Services

Working with the Head of ICT, it is the responsibility of the ICT Support Services to:

- Produce, maintain and test the ICT Disaster Recovery Plan
- Produce and maintain an ICT equipment Asset Register (inventory) and Security mark all hardware
- Produce and maintain an ICT software Asset Register (inventory) and ensure compliance with effective use of software licences including periodic software audits
- Maintain access controls for all systems
- Ensure the security of hardware and software assets
- Ensure Information Security is given adequate consideration in procurement
- Protect ICT equipment against theft and malicious or accidental damage
- Administer User ID's and the associated system access rights in conjunction with System Owners
- Take daily backup copies of data held on corporate file servers, keep them safely and for a period agreed as part of the ICT Backup strategy
- Comply with the ICT Security policy and usage guidelines
- Ensure that virus protection is monitored and continually upgraded
- Provide advice about these security guidelines

## Availability

It is intended that this ICT Security policy and usage guidelines be accessible in its entirety via the Council's Intranet (In-Site). There is the requirement that all users of Council ICT resources be familiar with relevant sections of this policy; the policy should be covered as part of the induction of new staff.

## Changes

The ICT Security policy and usage guidelines is to be a 'living' document that will be altered as required to deal with changes in technology, applications, procedures, legal and social imperatives, perceived dangers, etc.

Major changes will be made in consultation with the Executive Management Team, the Portfolio Holder and with the approval of the Chief Executive.

The Head of ICT will approve minor changes.

### 3. ICT Infrastructure Controls

In order to facilitate the policies defined in the ICT Security policy and usage guidelines the Council has:

- Installed a FIPS / PSN approved firewall solution to prevent unauthorised access to the network.
- Implemented a 'Email Filter', which intelligently scans email messages for offensive words and phrases in order to prevent them entering the email system, automatically attaches legal disclaimers to email, scans attachments and other security functions.
- Implemented a 'Web Filter' Internet content security solution, which allows the Council to monitor and control Web transfers, including Hypertext transfer protocol (HTTP), secure Hypertext transfer protocol (HTTPS) and file transfer protocol (FTP).
- Installed the AEP Netilla appliance with VASCO fob providing 2-factor authentication for secure remote access to the network and associated services.
- Implemented the SOPHOS anti-virus solution for all PC's, Servers and Laptops.
- Implemented a Windows 2003 Active Directory infrastructure for the management of network users, internal server and workstation security.
- Implemented Quest 'Archive Manager' to provide an email archive solution and compliance with the requirements of the Freedom of Information Act.
- Implemented SharePoint, LANSweeper and Phoenix Licence Dashboard (Software Asset Manager) to provide accurate inventory management of physical hardware assets and software licenses.
- Installed peripheral and USB device management controls to ensure only approved items are allowed to connect to the Councils computers and download information from the Councils systems.

The use of these tools will assist in the monitoring and control of Internet, email and other ICT security. It should be recognised that such facilities, whilst valuable tools, require 'common sense' personnel and information management in order to be most effective.

### 4. Guidance Notes on ICT Security

Electronic mail or email is one of the most popular uses of the Internet. With access to Internet email, one can potentially correspond with millions of people worldwide.

It is however, easy to have email 'accidents'. An email message can be sent instantly with little hope of retrieval. A single keystroke or mouse-click can misroute the message. Email messages may be archived for years, so that an ill-considered remark can return to haunt the sender later. Email folders can grow until the email system becomes unstable. Wrongly configured discussion group software can send messages to the wrong groups. Errors in email lists can flood the subscribers with hundreds of error messages. Sometimes error messages will bounce back and forth between email servers, multiplying until they crash the servers.

When an organisation's internal email system is connected to the Internet, the effect of accidents can be multiplied a thousand fold.

## **Email Monitoring, Protocol and Guidelines**

The relevant policies and guidelines, as detailed in Section 3 of this document, should be made clear and easily available to Council staff. This can be achieved by publishing the document on the Council's Intranet.

## **Contract of Employment**

All Council staff should receive training in the use of email and to be made aware of the kinds of monitoring proposed. This will enable the Council to escape liability for the acts of users to a certain extent. An appropriate mechanism should be used to indicate that the user has read, fully understands and adheres to the policy.

## **Vetting Emails**

Where the Council is concerned that an incident may put the Council's reputation at risk, it reserves the right to monitor and vet the users email; this is clearly stated in the policy. The Council reminds users that their use of the email system is not private and is subject to Council scrutiny. This will help also to discourage misuse.

## **Confidentiality Notice**

A disclaimer containing a confidentiality notice should be considered within a standard Council email format and is similar to those often found on faxes. The clause is designed to preserve the confidentiality of the Council's information in the event that any unauthorised access to it occurs. It will not exclude liability on defamation but can limit liability on negligence.

## **Personal Emails**

The ICT Security policy and usage guidelines define limits on personal use of email; in the same manner as personal use limits are defined for other systems and services.

Sending email from the Council's address can be likened to sending a letter on Council letterhead. If you use your Council account to send email to an email discussion group, it may appear as though the Council endorses whatever opinions have been put in the message.

The key is to educate system users to the legal implications. It must be made clear that their messages are in no way associated with the Council and that the guidelines in the ICT Security policy and usage guidelines are followed.

## **Deleting Emails**

It should be brought to the attention of system users that deleting an email from the desktop client (Microsoft Outlook) does not remove all copies of the email. It remains on the system and additional copies of the email may have been forwarded to another party or saved to a backup disk. To support and assist with the requirements of the Freedom of Information Act, the Council uses the email archiving system (Archive Manager) to create an archive of email messages sent to, from or via the Council's email system.

## **Statements of Facts Untrue**

Statements of facts that damage the reputation of the person or organisation or hold him/her up to hatred, ridicule or contempt are libellous. It is important to note that emails need not be insulting to damage reputation. Therefore, if expressing an opinion it is important to ensure that the relevant facts are set out. Users should take great care in what they say so that they do not bind the Council to a contract it does not want or in terms it does not agree and that they do not write anything that would jeopardise the integrity or reputation of the Council. An aggrieved party can sue in the jurisdiction from where the libel is published.

## **Highly Confidential/Sensitive Information**

Users should be advised internet based services are not secure and that where possible highly confidential material should not be sent by normal email. Where confidential material must be sent via email, an encryption or password protection technique should be employed to comply with Council policy. This should also be part of the training given to users especially Members, senior managers and directors of the Council.

## **Delegating Email**

The public increasingly expects a rapid response from email; therefore if a user is going to be away, a colleague should be entrusted to check messages. This can be done by setting rules in the email client to forward email to a delegate. On the other hand if a message is strictly confidential and must not be seen by anyone except the recipient then the message security should be set to 'confidential' which means the delegated colleague is unable to read the message.

## **Email Threats**

The most common mail transfer protocols (SMTP, POP3, IMAP4) do not typically include provisions for reliable authentication as part of the core protocol, allowing email messages to be easily forged. Nor do these protocols require the use of encryption that could ensure the privacy of email messages. These 'weaknesses' of email introduce the following threats:

### **Impersonation**

The sender address on Internet email cannot be trusted, since the sender can create a false return address, or the header could have been modified in transit, or the sender could have connected directly to the SMTP port on the target machine to enter the email.

### **Eavesdropping**

Email headers and contents are transmitted 'in the clear'. As a result, the contents of a message can be read or altered in transit. The header can be modified to hide or change the sender, or to redirect the message.

### **Mailbombing**

Mailbombing is an email-based attack. The attacked system is flooded with email until it fails.

### **Junk and Harassing Mail**

Since anyone in the world can send you email, it can be difficult to stop someone from sending it to you. If you give your Council email address to any Web site, they can potentially pass that address onto a number of different sources.

## **ICT Housekeeping Guidelines**

The following guidelines may assist in managing ICT security risks:

### **Documentation**

Documentation of all aspects of computer support and operations is important to ensure continuity and consistency. Formalising operational practices and procedures with sufficient detail helps to eliminate security lapses and oversights, gives new personnel sufficiently detailed instructions, and provides a quality assurance function to help ensure that operations will be performed correctly and efficiently.

## Maintenance

System maintenance requires either physical or logical access to the system. Support and operations staff, hardware or software vendors, or third-party service providers may maintain a system. Maintenance may be performed on site, or it may be necessary to move equipment to a repair site. Maintenance may also be performed remotely via communications connections. If someone who does not normally have access to the system performs maintenance, security vulnerabilities are introduced.

Supervision of maintenance personnel may prevent some problems, such as 'snooping around' the physical area. However, once someone has access to the system, it is very difficult for supervision to prevent damage done through the maintenance process.

Many computer systems provide maintenance accounts. These special login accounts are normally preconfigured at the factory with pre-set, widely known passwords. It is critical to change these passwords or otherwise disable the accounts until they are needed.

**One of the most common methods hackers use to break into systems is through maintenance accounts that still have factory-set or easily guessed passwords.**

Procedures should be developed to ensure that only authorised maintenance personnel could use these accounts. If the account is to be used remotely, authentication of the maintenance provider can be performed using a variety of methods including SSL-VPN. This helps ensure that remote diagnostic activities actually originate from a known user at the vendor's site. Other techniques can also help, including encryption and decryption of diagnostic communications, strong identification and authentication techniques, such as tokens (e.g. the RSAsecureID standard supported by Windows 2003 and above), and remote disconnect verification. Wherever possible, all such remote connections to the SCDC network should be facilitated by an SSL-VPN link.

## Anti-Virus Regulations

To protect Council computer systems against viruses and to facilitate virus detection, prevention measures in conjunction with appropriate user awareness procedures should be implemented. Anti-Virus procedures will include:

- processes and appropriate user awareness procedures to prevent the introduction of viruses into the Council
- ICT Support must ensure that Virus scanning software is kept up-to-date, and is installed on all systems
- ICT Support have responsibility for carrying out virus scanning on all software and data originating externally

- all PCs and Laptops must be scanned automatically using up-to-date SOPHOS anti-virus scanning software
- any removable device (diskette, USB stick or similar) of uncertain or unauthorised origin must be checked for viruses using virus scanning software before use
- all virus occurrences should be reported to the Service Desk (x3400), logged and treated as security incidents
- all users should be aware of the procedures for dealing with virus incidents

## **Copyright**

To ensure unauthorised software is not used:

- Software licences shall always be complied with and the use of unauthorised software prohibited
- Copying of software, other than by ICT for official back-up purposes, is forbidden and may lead to disciplinary procedures
- ICT will undertake regular audits to ensure compliance with terms of licences
- Any unauthorised software may be isolated, disabled or removed by ICT staff
- All contracts with external service providers will insist that necessary licences are held by ICT for any products used as part of the service



## Section Six

### Internet and Email Filtering Policy

#### 1. Introduction

This section is intended to cover the solution used to monitor Internet and email use within the Council.

South Cambridgeshire District Council must provide sufficient control safeguards and security organisation to underpin the Council's ICT Security policy and usage guidelines. The goal of this section is to outline the Internet access controls and email filtering to be implemented to protect the Council's ICT resources.

The Council's resources, including the network, servers, computers, email & voicemail, are provided for business purposes. At any time and without prior notice the Council maintains the right & ability to examine any systems and inspect and review any and all data recorded in those systems. Any information stored on a server or computer, whether information is contained on a hard drive, computer disk or in any other manner may be subject to scrutiny by the Council. This scrutiny helps ensure compliance with Council policies and the law.

In order to ensure compliance with the ICT Security policy and usage guidelines, the Council will employ monitoring software to check on the use of the Internet facility and to check the content of email. The Council specifically reserves the right for authorised personnel to access, retrieve, read and delete any communication that is created on, received through or sent in the email system, to ensure compliance with Council policy and any relevant legislation. Such monitoring will be used for legitimate purposes only and operate under the monitoring code of conduct outlined in the ICT Security policy and usage guidelines.

The objectives of the ICT Security policy and usage guidelines are:

- To encourage effective and positive use of the Council's resources
- To avoid security threats by promoting awareness & good practice
- To shield the Council against potential liability

#### Common Areas of Risk

Several common areas where there is a risk to the Council's ICT systems or potential for abuse of systems are identified below.

## Employee Productivity

The information and resources available through the Internet can help employees to be more productive and effective. The Council's use of the Internet will increase as the implementation of electronic government become a reality. Most employee use of the Internet and email systems will be legitimate, but with access to services such as sports scores, games or chat rooms there is a risk that some employees could abuse their Internet access. The Council is obliged to take reasonable steps to monitor use of its Internet connection.

## Network Performance

The Council has a leased line connection to the Internet but the combination of recreational surfing and bandwidth-intensive activities such as streaming audio and video, MP3 downloads and image downloads can have a significant impact on network performance that impedes 'business' traffic.

## Security

The Council's permanent connection to Internet opens the Council's ICT network and systems to potential security breaches. Network security issues become more acute when the Council's network is connected to the Internet and the Council needs to take all reasonable steps to maintain the security of its data and networks and to ensure that its systems are not compromised by the introduction of viruses, malicious code or 'Trojan horses', either by email or by download from web sites.

## Legal Liability

The Council aims to reduce its liability by identifying areas of risk and mitigating for these. Areas of risk that are commonly identified are:

- Letting users surf anywhere on the Internet
- Sexual harassment as a result of bringing objectionable or sexually explicit material into the workplace.
- Copyright infringement through the use of material retrieved such as software programs or photographs which have been used 'because it's on the web'
- Misrepresentation can also occur unintentionally, particularly through the use of email. Unless providing specific advice or guidance as part of their job function, users should know and make it clear to the people with whom they communicate that opinions expressed via email and other electronic media are their own, not the Council's.

## **Adverse Publicity**

Several major international companies have been forced to dismiss employees that were found guilty of accessing illegal and offensive material through the Internet and for circulating messages that were not intended for them. Adverse publicity could be very damaging for the Council, its Members and its staff.

## **2. Web and Email Filtering Software**

The Council has deployed specialist devices to automatically provide web and email filtering services for users of Council equipment and systems. These devices provide the facility to implement and monitor the Council's security policy.

### **Web Filtering**

#### **Blocking Sites**

It is impossible to expect users to know about the content of every site that they visit, sites that they are referred on to from other sites or search results pages. To prevent users accidentally visiting sites that are inappropriate or liable to cause offence or distress to themselves or their colleagues the Council has chosen to subscribe to a maintained list of categorised sites that can be used to block access.

The current category list is attached as Appendix 1, showing which categories will be allowed or blocked. Updates and changes to this list will be made as categories and/or requirements change. Changes will be authorised by the Head of ICT in agreement with Management Team.

When users try to access a blocked site they will be presented with an error page, stating the site's category and steps they can take to access the site if they have a legitimate need to do so. Attempted access to blocked sites will be recorded and will form part of a monthly report that will be used to monitor the effectiveness of the policies or to modify whether the categories in Appendix 1 are allowed or blocked.

#### **Monitoring of Sites and Traffic**

The web filtering system enables monitoring and logging of web traffic, including statistics such as sites visited and traffic passed. All information will be logged to a database to allow a set of standard management reports to be run on the logs. The Head of ICT or nominated representative will review monthly reports to show which sites have been visited, how many times these sites have been visited and how much data has been transferred. These reports will be primarily of the 'Top Ten' variety and will be used to identify sites that would benefit from being cached on the Council's web system, thus reducing usage of Internet network bandwidth.

The objectives of analysing these reports are:

- To monitor exposure to threats to information assets.
- To review and monitor any security incidents.
- To originate, approve and support initiatives to improve security.
- To ensure compliance with the ICT Security policy and usage guidelines.

### **Inappropriate Activity**

In cases of persistent inappropriate activity, ICT Support will inform the Head of ICT. The matter may then be dealt with in association with the user, the user's line manager and the HR section, in line with current disciplinary procedures.

### **Email Management.**

Electronic mail or email is one of the most popular uses of the Internet. With access to Internet email, one can potentially correspond with millions of people worldwide.

It is however, easy to have email 'accidents'. An email message can be sent instantly with little hope of retrieval. A single keystroke or mouse-click can misroute the message. With the Council's internal email system connected to the Internet, the effect of accidents can be multiplied considerably. Email messages may be archived for years, so that an ill-considered remark can return to haunt the sender later

The addition of email filtering software will allow incoming email to be scanned and, if necessary cleaned or quarantined before it is allowed onto the Council's network. Similarly outbound email can be checked to prevent users inadvertently passing inappropriate or infected email messages on to external organisations.

Whenever the email filtering software is used to block, delay or quarantine messages the sender and/or recipient will automatically be notified, so that, if necessary, appropriate action can be taken to allow the message through.

### **Inbound email**

All inbound email will be checked for viruses, worms, trojans, malware and inappropriate content.

### **Outbound email**

All outbound email will be checked for viruses, worms, trojans, malware and inappropriate content.

## **Email attachments**

Attachments of certain types will be restricted. The objectives of restricting certain attachments are:

- To prevent the introduction of viruses that are transmitted as a particular type of attachment, such as Visual Basic Script (.vbs) mailing worms where the Council does not use such attachments.
- To prevent misuse of network bandwidth by sending inappropriate file attachments.
- To prevent large attachments interfering with other network usage.

Attachments may be deleted, quarantined or rescheduled for sending outside of normal business hours, depending on the type of attachment and any perceived risk to the Council.

## **Email Circulars, Mass Mailings and Chain Emails**

The email filtering system has the ability to detect email circulars, mass mailings and chain emails. These types of emails are identified from a list of known messages maintained by the email filtering solution supplier. The email filter system will be used to filter these messages before they reach users mailboxes, avoiding the distress that these messages often cause and preventing the messages from being propagated further.

## **Legal Disclaimer & Confidentiality Notice**

The email filtering system allows a disclaimer containing a confidentiality notice to be attached to all outbound email messages. This disclaimer will be developed, in association with the Council's Legal Section, and will be implemented under the supervision of Management Team. Any future changes to this disclaimer will be proposed by the Head of ICT to Senior Management Team.

## **Email Message Content**

The email filtering system has the ability to check for obscenities and profanities. A list of common obscenities and profanities is supplied and maintained by the system vendor and weighting is applied to each word. Scores are totalled for a message and the message can be blocked once a threshold has been reached. This message can be used to prevent users from receiving offensive or abusive messages and can be applied to both internal messages (on the Council's Microsoft Exchange Server) and external email (messages to or from Internet addresses).

## **Section Seven**

### **Web and Email Filtering Code of Conduct**

#### **1. Introduction**

This section is intended to provide guidance for the system administrators of the web and email filtering system used to monitor use by users including Council staff and Members. It is included within the ICT Security policy and usage guidelines to provide transparency of operation to all users; those employed by the Council and those contracted to provide services to the Council.

#### **2. Code of Conduct**

It is expected that all users will deal with email and web access in a professional manner. To ensure that the requirements are clear they are detailed below.

To build and maintain an appropriate security environment requires the organisation and management of data security within South Cambridgeshire District Council.

#### **Monitoring and Reporting**

##### **Automatic Monitoring**

All monitoring of Internet and email use will be carried out by automated systems configured to a standard agreed by Management Team.

No monitoring of specific messages or specific users will be carried out, except where authorised by Senior Management Team or Head of ICT (usually as part of a Council disciplinary or grievance process).

In the event that a system administrator accidentally or unintentionally opens any email messages the content of such messages will be treated as confidential and must not be disclosed or discussed.

Email messages should be treated in the same manner as physical post. Inappropriate or unauthorised opening of messages will be dealt with in the same manner as unauthorised opening or tampering with physical post.

## Reporting

Standard reports detailing service/ system utilisation, will be used wherever possible to provide management information to the Head of ICT or nominated representative. These reports may also be presented to Senior Management Team, Corporate Managers, Portfolio Holder, Section Heads, or other groups/committees as appropriate.

These reports will only be used to:

- Monitor exposure to threats to information assets.
- Review and monitor any security incidents.
- Originate, approve and support initiatives to improve security.
- Promote awareness of information security throughout the Council.
- Consider security measures for new systems or services.
- Ensure compliance with the ICT Security policy and usage guidelines

## Persistent Inappropriate Use or Abuse of Email System

Persistent abuse of Internet access or the email system should be considered a security incident and should be reported to the Head of ICT or nominated representative as a security incident using the usual reporting methods.

## Responsibilities

### Head of ICT

It is the responsibility of the Head of ICT:

- To review Internet usage on a regular basis
- To review the number of blocked sites that users have attempted to access
- To review the number of security incidents
- To make recommendations regarding changes in the ICT Security policy and usage guidelines to the Management Team
- To advise of changes in the configuration of the web and email filtering systems to the Management Team
- To ensure that users are made aware of the filtering and monitoring which is taking place

## Management Team

It is the responsibility of Management Team:

- To debate & agree proposed changes to the web and email filtering systems
- Where advised by the Head of ICT, to review reports detailing activity or levels of use that raise cause for concern.

## ICT Support Services

- To produce regular and when required, ad hoc usage reports
- To implement configuration changes to the email filter and web filter systems
- To administer and maintain email filter and web filter systems
- To ensure that only authorised users have access to the Internet
- With the Head of ICT, to take necessary actions to ensure the security of the Council's ICT network

## Changes

Changes to the configuration of the web and email filtering systems will be subject to normal change control procedures. All major changes will be logged and tracked, providing an audit trail which will include details of who requested the work and when it was completed/implemented.

Any changes that are made to the web filter and email filter systems, as an emergency measure to ensure the security of the Council's network, will be notified to the Head of ICT or nominated representative.

## Issues

All users should be made aware of the kinds of monitoring proposed. A screen based sign-off is used to indicate compliance with the ICT Security policy and usage guidelines and ensure that the user has read, fully understands and adheres to the policy, before access to ICT systems is given. The fact that web access and email will be monitored should be made clear to all users.

In the case that any user has an issue relating to the way that their email or Internet access has been monitored it should be discussed with their line manager in the first instance. If the issue cannot be resolved with the line manager the issue should be escalated to the Head of ICT.



## Appendix 1 - Web Filter Category Settings

The following Web Filter category settings will apply.

Where sites are blocked these may be allowed to specific users, if justified by business requirements. The internal database is updated daily.

Category	Status	
Abortion/Advocacy Groups	Block	
Adult/Mature Content	Block	
Advertisements	Block	
Alcohol/Tobacco	Block	
Arts/Entertainment		Allow
Business and Economy		Allow
Chat/Instant Messaging (IM)	Block	
Cult/Occult	Block	
Cultural Institutions		Allow
Drugs/Illegal Drugs	Block	
E-Mail		Allow
Education		Allow
Freeware/Software Downloads	Block	
Gambling	Block	
Games	Block	
Gay and Lesbian Issues	Block	
Government		Allow
Hacking/Proxy Avoidance Systems	Block	
Health		Allow
Humour/Jokes	Block	
Illegal Skills/Questionable Skills	Block	
Information Technology/Computers		Allow
Internet Auctions		Allow
Intimate Apparel/Swimsuit	Block	
Job Search		Allow

Category		Status
Kid's Friendly		Allow
MP3/Streaming	Block	
Military		Allow
News and Media		Allow
Not Rated		Allow (logged)
Nudism	Block	
Online Banking		Allow
Online Brokerage and Trading		Allow
Other		Allow
Pay to Surf sites	Block	
Personals and Dating	Block	
Political/Advocacy Groups		Allow
Pornography	Block	
Real Estate		Allow
Reference		Allow
Religion		Allow
Restaurants and Dining		Allow
Search Engines and Portals		Allow
Sex Education	Block	
Shopping		Allow
Society and Lifestyle		Allow
Sports /Recreation		Allow
Travel		Allow
Usenet News Groups	Block	
Vehicles		Allow
Violence/Hate Racism	Block	
Weapons	Block	
Web Communications	Block	
Web Hosting		Allow

## Appendix 2 – Email Filter Settings

### Basic System Configuration

- Disable SMTP relay, except for allowed hosts (Exchange Server) to prevent mail relay through the Council network
- Scan inbound and outbound email for viruses. If the email message is infected quarantine the message and notify the sender and recipient.
- Add legal disclaimer to all outbound email. The following disclaimer will be applied:

“Privileged/Confidential Information may be contained in this message.

If you should not have received it, tell me and delete it without forwarding, copying or disclosing it to anyone. The Council does not represent or warrant that it or any attached files are free from computer viruses or other defects. It and any attached files are provided, and may be used, only on the basis that the user assumes all responsibility for any loss, damage or consequence resulting directly or indirectly from them or their use. Any views or opinions presented are those of the author and do not necessarily represent those of South Cambridgeshire District Council unless stated otherwise.

All e-mail sent to or from this address will be processed by South Cambridgeshire District Corporate E-mail system/ Email Archiving system and may be subject to scrutiny by someone other than the addressee.

This email will also be kept for a period of time before it is destroyed.

The South Cambridgeshire website can be found at <http://www.scambs.gov.uk>”

### File attachments

Email file attachments will be dealt with in the following manner:

File	Type	Route	Action	Notification
.vbs	Visual Basic Script	In & out	Quarantine	Service Desk
.exe	Executable file	In & out	Quarantine	
.zip .zipexe .tar .g-zip .g-tar	WinZip (and alternative algorithms) for compressed files	In & out	Allow	
.jpg	JPEG picture	In & out	Allow	None
.avi	Video file	In & out	Quarantine	Service Desk

File	Type	Route	Action	Notification
.mpg	MPEG video file	In & Out	Quarantine	Service Desk
.mp3	Music files	In & Out	Block	Service Desk
	Large attachments more than > 10 Mb	In	Bounced back to originator as undeliverable	Sender
	Large attachments more than > 10 Mb	Out	User advised that large attachment is not possible	Sender

## Risk Filter

Risk Filter is a list of known mail messages, subject lines and/or senders maintained and updated by the email filtering solution provider. Risk Filter and associated database will be used to automatically control the blocking or distribution of the following types of messages:

- Spam
- Chain letters
- Junk Mail
- Bulk mailing

The internal database is updated daily.

## Lexical Analysis

Lexical analysis of email messages allows for better control of inappropriate use.

Lexical analysis allows threshold values to be set for a list of terms and phrases maintained by the email filtering solution provider. Messages could be quarantined or deleted, based on threshold values and assessment of risk. Further actions or alerts could be instigated if/when certain of these rules are triggered.

This policy is applied to internal (Outlook/Exchange Server) and external (inbound & outbound Internet) email messages.

## Appendix 3 – Internet Acceptable Use Policy

The Council abides by an Internet Acceptable Use Policy as part of its contract for Internet services. A copy of the policy is included below.

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### ACCEPTABLE USE POLICY

This Acceptable Use Policy specifies the actions prohibited to users of the SCDC / CPSN / PSN Internet Network. Users may be defined as "anyone who uses or accesses the SCDC / CPSN / PSN Network or Internet service". The Council reserves the right to modify this Policy at any time. Any modifications to this Policy will be made when the Council feels it is appropriate and it is the User's responsibility to ensure their awareness of any such changes.

### ILLEGAL USE

The SCDC / CPSN / PSN Network may be used only for lawful purposes. Transmission, distribution or storage of any material in violation of any applicable law or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret or intellectual property right used without proper authorisation, and material that is obscene, defamatory, constitutes an illegal threat, or violates export control laws.

### THE NETWORK

The SCDC / CPSN / PSN Network may be used to link into other networks worldwide and the user agrees to conform to the acceptable use policies of these networks.

In addition the user undertakes to conform to the Internet protocols and standards.

The user may not circumvent user authentication or security of any host, network, or account (referred to as "cracking" or "hacking"), nor interfere with service to any user, host, or network (referred to as "denial of service attacks").

Without prejudice to the foregoing, the Council considers that any application that overloads the SCDC / CPSN / PSN by whatever means will be considered as making profligate use of the SCDC / CPSN / PSN Network and is as such NOT allowed. Use of IP multicast other than by means provided and co-ordinated by the Council is likewise prohibited.

Users who violate systems or network security may incur criminal or civil liability. The Council will fully co-operate with investigations of suspected criminal violations, violation of systems or network security under the leadership of law enforcement or relevant authorities.

## **SYSTEM AND NETWORK SECURITY**

Violations of system or network security are prohibited, and may result in criminal and civil liability. The Council will investigate incidents involving such violations and will involve and will co-operate with law enforcement if a criminal violation is suspected. Examples of system or network security violations include, without limitation, the following:

Unauthorised access to or use of data, systems or networks, including any attempt to probe, scan or test the vulnerability of a system or network or to breach security or authentication measures without express authorisation of the owner of the system or network;

Unauthorised monitoring of data or traffic on any network or system without express authorisation of the owner of the system or network;

Interference with service to any user, host or network including, without limitation, mail bombing, flooding, deliberate attempts to overload a system and broadcast attacks;

Forging of any TCP-IP packet header or any part of the header information in an email or a newsgroup posting.

If approached with complaints relating to any of the above violations, The Council will co-operate with investigations in order to bring such misuse and violations to an end.

## **E-MAIL**

It is explicitly prohibited to send unsolicited bulk mail messages ("junk mail" or "spam") of any kind (commercial advertising, political tracts, announcements) etc.

It is also explicitly prohibited to allow others to send unsolicited bulk mail messages either directly or by relaying through the Councils systems. For the avoidance of doubt, Users may not forward or propagate chain letters nor malicious e-mail.

A User may not solicit mail for any other address other than that of the user, except with full consent of the owner of the referred address.

## **USENET NEWS**

All Users of the SCDC / CPSN / PSN Network are advised that access to UseNet News Groups may be restricted and only allowed where specific business need has been identified.

Where Users have access to the UseNet service, they should, before using the service, familiarise themselves with the contents of the following newsgroups: news.newusers.questions; news.announce.newusers; and news.answers

Excessive cross posting (i.e., posting the same article to large numbers of newsgroups) is forbidden.

Posting of irrelevant material to newsgroups (also known as USENET spam) is also forbidden.

Posting binaries to a non-binary newsgroup is forbidden.

## **INTERNET WATCH FOUNDATION**

The Council shall abide by advice given by the independent industry body The Internet Watch Foundation ("IWF") in relation to content of the Internet. For further information regarding IWF and its policy, please refer to [www.internetwatch.org.uk](http://www.internetwatch.org.uk)

Complaints regarding Illegal Use or System or Network Security issues, Email abuse, USENET abuse or Spamming should be sent to the Head of ICT

## Appendix 4 – ICT Security / GCSx Acceptable Use Policy

**(Only applies nominated members of staff – not applicable to Members)**

Each GCSx user must read and sign to verify they have read, understood and accepted these policies and agree to comply with all of the Councils security rules and policies.

For the avoidance of doubt, the security rules relating to secure e-mail and information systems usage include:

- I acknowledge that my use of the GCSx may be monitored and/or recorded for lawful purposes.
- I agree to be responsible for my use of the GCSx using my unique user credentials (user ID and password, access token or other mechanism as provided) and e-mail address.
- I will not use a colleague's credentials to access the GCSx and will equally ensure that my credentials are not shared and are protected against misuse; and,
- I will protect such credentials at least to the same level of secrecy as the information they may be used to access, (in particular, I will not write down or share my password other than for the purposes of placing a secured copy in a secure location at my employer's premises).
- I will not attempt to access any computer system that I have not been given explicit permission to access.
- I will not attempt to access the GCSx other than from IT equipment and systems and locations, which have been explicitly authorised to use for this purpose.
- I will not transmit information via the GCSx that I know, suspect or have been advised is of a higher level of sensitivity than my GCSx domain is designed to carry.
- I will not transmit information via the GCSx that I know or suspect to be unacceptable within the context and purpose for which it is being communicated.
- I will not make false claims or denials relating to my use of the GCSx (e.g. falsely denying that an e-mail had been sent or received).
- I will protect any sensitive or not protectively marked material sent, received, stored or processed by me via the GCSx to the same level as I would paper copies of similar material.
- I will appropriately label, using the HMG Security Policy Framework (SPF), information up to RESTRICTED sent via the GCSx.
- I will always check that the recipients of e-mail messages are correct so that potentially sensitive or PROTECT or RESTRICTED information is not accidentally released into the public domain. I will not send PROTECT or RESTRICTED information over public networks such as the Internet.



- I will not auto-forward email from my GCSx account to any other non-GCSx email account.
- I will not forward or disclose any sensitive or PROTECT or RESTRICTED material received via the GCSx unless the recipient(s) can be trusted to handle the material securely according to its sensitivity and forwarding is via a suitably secure communication channel.
- I will seek to prevent inadvertent disclosure of sensitive or PROTECT or RESTRICTED information by avoiding being overlooked when working, by taking care when printing information received via GCSx (e.g. by using printers in secure locations or collecting printouts immediately they are printed, checking that there is no interleaving of printouts, etc) and by carefully checking the distribution list for any material to be transmitted.
- I will securely store or destroy any printed material.
- I will not leave my computer unattended in such a state as to risk unauthorised disclosure of information sent or received via GCSx.
- Where ICT has implemented other measures to protect unauthorised viewing of information displayed on IT systems (such as an inactivity timeout that causes the screen to be blanked requiring a user logon for reactivation), then I will not attempt to disable such protection.
- I confirm that I am familiar with the Council's ICT Security Policy and Usage Guidelines, procedures and any special instructions that relate to GCSx.
- I will inform my manager immediately if I detect, suspect or witness an incident that may be a breach of security.
- I will not attempt to bypass or subvert system security controls or to use them for any purpose other than that intended.
- I will not remove equipment or information from council premises without appropriate approval.
- I will take precautions to protect all computer media and portable computers when carrying them outside my organisation's premises (e.g. leaving a laptop unattended or on display in a car such that it would encourage an opportunist theft) in accordance with the Council's ICT Security and Usage Policy.
- I will not knowingly introduce viruses, Trojan horses or other malware into the system or GCSx.
- I will not disable any anti-virus protection provided at my computer.
- I will comply with the Data Protection Act 1998 and any other legal, statutory or contractual obligations that the Council informs me are relevant.
- If I am about to leave the Council, I will inform my manager prior to departure of any important information held in my account and manage my account in accordance with the Council's email and records management policy.

## GCSx Personal Commitment Statement

I, .....

accept that I have been granted the access rights to the Council's ICT systems and GCSx network. I understand the business reasons for these access rights, and I understand that any breach of these, and specifically any attempt to access services or assets that I am not authorised to access, may lead to disciplinary action.

I also accept and confirm that I will abide by this policy (GCSx Acceptable Usage Policy), my GCSx Personal Commitment Statement, and SCDC's policies referenced in (but not limited to) the ICT & Security Policy & Usage Guidelines. I understand that failure to comply with this agreement may lead to disciplinary action.

(If you do not understand the implications of this policy or how it may apply to you, seek advice from your Line manager or the Head of ICT before signing this form).

Signature of User: .....

Date: .....

A copy of this signed agreement is to be retained by the User and Line Manager and a further copy sent to the Head of ICT