BRISTOL CITY COUNCIL

Audit Committee

November 2012

Report of: Strategic Director (Corporate Services)

Title: Update on Information Security

Ward: N/A

Officer Presenting Report: Information Security Manager

Contact Telephone Number: 0117 903 6927

RECOMMENDATION

That the Audit Committee notes the information in the report.

Summary

This report includes;
Update on the Information Security Risk in the Corporate Risk Register
Update on future plans for Information Security Training
Update on the development of the Information Security Strategy.
Update on the Information Management & Technology Steering Group

The significant issues in the report are:

We have assessed the overall Information Security risk to the authority and took a recommendation to the Corporate Risk Group in February 2012 to revise the level of risk to AMBER. The level of risk remains at AMBER.

Policy

- The council's Information Security policy is available at
  http://intranet.bcc.lan/ccm/navigation/policy-and-procedures/information-management/information-security/.

Consultation

- **Internal**

  Plans to improve security are agreed by IMTSG (Information Management Technology Steering Group).

- **External**

  Security plans and standards conform to external recommendations, in in particular those the central government authority on Information Assurance, CESG – http://www.cesg.gov.uk/).

Context

Information Security Risk to the authority has been assessed and the key risks identified. We now have a clear set of mitigation plans which will inform the proposed new Corporate Risk Register entry.

- *As a result of the review of the Corporate Risk entry, we have revised the level of risk be reduced to AMBER. This was taken to the Corporate Risk Group in February 2012.*

Information Security Training

- Annual refresher training has been delivered this year. Take up has been much more effective than we experienced during the initial training. We will continue to deliver refresher training on an annual basis.

- Security awareness training for new starters has been embedded into the Corporate Induction process. New starters now complete the initial training as part of their induction process.

Information Security Strategy
We are facing a time of huge organisational change, which will present new issues and challenges. In response to this we are developing a security strategy to take us forward over the next 3 - 5 years. Principals will balance security with risk with benefits to the business. Please see attached copy of broad principals as shared with the Executive Member for Resources Dr. Jon

Rogers. We expect to have the strategy agreed by April 2013, and then reviewed on an annual basis.

Information Asset Owners

We have a programme to establish Information Asset owners who will have clear authority and governance over particular sets of information. Our approach is to prioritise data sets using initially the major change programmes to deliver this. Starting with the the Customer & Process programme, where ownership of all major customer data will be brought under the control of one agreed owner. Other change programmes and replacement of IT systems will continue this piece of work.

Protective Marking & Data Classification

This largely refers to the marking of documents to indicate their sensitivity. This is a large and complex task. Enquiries with 50 other local authorities reveal that very few have decided to implement this. Of those that have, they do not believe it is actually used effectively.

We intend only to introduce protective marking where we believe it will benefit the authority. I.E. We do not plan to roll this out to existing documents. We are seeking to find an effective mechanism to deliver this - across many different document types and sources. Including protective marking capabilities into new technologies is one way to help deliver this without increasing costs to the authority - E. G within new document management systems such as Alfresco. This will be further developed in the strategy.

Information Management & Technology Steering Group

There is now an established decision making body, comprising first and second tier officers. This group has responsibility for, and the authority to, deliver information governance including security.

Proposal

● 	Audit Committee are asked to note the information in this report.

Other Options Considered

● 	None relevant

Risk Assessment

● 	Information Security remains at Amber on the Corporate Risk Register. The actions reported here will continue to mitigate that risk.

Equalities Impact Assessment

● Not relevant

Legal and Resource Implications

Legal

None sought

Financial

The work described in the report is being undertaken within existing budgets.

Land

Not Applicable

Personnel

Potential for disciplinary proceeding against individual members of staff.

Appendices:

None

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 Background Papers:

None