



## **Information Security Policy**

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<p><b>At the time of ratifying this procedure and at the time of all subsequent reviews, the author and the owner of this procedure are satisfied that this document complied with relevant legislation.</b></p>			

<b>Version Control</b>			
<b>Date</b>	<b>Version</b>	<b>Name</b>	<b>Changes</b>
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<b>Related Documents</b>
Publication Scheme
Records Retention and Disposal Policy
Document Naming Convention

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## PURPOSE

1. To clearly set out both the Office of the Police and Crime Commissioner and the individual's responsibilities relating to the handling of information.

## GENERAL PRINCIPLES

2. Material marked as 'restricted' must not be sent electronically to personal, insecure email addresses.
3. Information which is not suitable for the public domain must not be processed or stored on personal computing equipment.
4. The delivery of hard copy material must be undertaken in the most appropriate manner, with regards to the level of the security of the information being conveyed.
5. Storage and retention of 'restricted' documents must be on a needs basis and each case reviewed individually.

## HOW ARE THE GENERAL PRINCIPLES ACHIEVED?

6. No security descriptor should be included on the outside of the envelope when posting sensitive information to outside persons.
7. When sending sensitive material by post, strong and secure means of postage should be used in all instances
8. Where appropriate, sensitive papers should be returned at the end of meetings – the papers could be clearly marked "Not to be retained after meeting on <date>" to ensure they are returned.
9. Regular review of internal circulation of papers will be undertaken to determine whether distribution lists are up to date and appropriate.
10. Clear desk policy – restricted papers to be out of sight and stored securely when not in use.
11. Once restricted papers are returned, they must be destroyed appropriately and immediately, by shredding. Multiple copies should not be retained, or where this is necessary, they should be secured appropriately.
12. Regular review of storage of information (both in hard copy and in electronic form), ensuring adherence to the retention and disposal policy.
13. General correspondence files should be regularly weeded and non-necessary correspondence destroyed in line with the retention and disposal policy.

14. Duplication of both hard and electronic storage of information must be avoided. This can be assisted by having only one place where such records are stored and a clear labelling policy for all files stored electronically (see the Document Naming Convention).