

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
Information Security Code of Conduct



This declaration acknowledges that council business will be conducted in a way that meets UK Data Protection Act obligations. It also defines the most important information security actions required when accessing council IT systems, electronic data, or paper-based information.

1. Council Security Policies

I will comply with the council's Data Protection Act Policy, Freedom of Information Act Policy, other applicable legislation, and the council's Information Security Policies. I will ensure that council information under my control is kept up to date and accurate; is only disclosed to those who are authorised to receive it; and is only used for agreed purposes. When necessary this will be done by obtaining consent from the person who has provided the information.

2. Physical Security

I will wear an agreed identity badge at all times when conducting council business. After finishing my work in council offices I will lock away laptops or portable electronic equipment. I will also lock away sensitive personal paper documents.

3. IT Access Security

I will protect all IT equipment and systems I use for council work from unauthorised access by using strong, difficult to guess, passwords known only to myself. I will not disclose my passwords or sensitive IT access data, except if they are required for justified technical reasons. I will ensure IT equipment is kept physically safe, and is protected against virus attack by installing reputable anti-virus software set up to receive regular anti-virus updates.

I will accept any IT access rights or restrictions that apply to me, and understand the business reasons. If I access Government owned data using the Government IT network I will comply with the GCSx Acceptable Usage Policy on the council Intranet.

4. Portable Electronic Device Security

I will never use my own memory stick for council work. I will only use a council standard encrypted, password-protected memory stick to store information. I will never read non-council memory sticks or CD/DVDs using council IT equipment without first getting them virus checked. I will never plug non-council IT equipment into the council IT network.

5. Handling Information

I will ensure that paper and electronic communications I make on behalf of the council are appropriately protected. This includes encrypting or protecting personal information sent over the Internet. It also includes taking reasonable precautions to ensure (a) council information is not seen by unauthorised persons, and (b) my discussions on council business are not overheard.

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6. Use of Mobile Phones

I agree to prevent unauthorised access to any mobile phone I use for conducting council business by using a PIN number or passcode to control access to the phone, and also by using a PIN number to protect its SIM card.

7. Working Remotely and Travelling

I agree to take extra precautions to reduce higher remote working risks. These include: keeping council information out of sight or locked away when not used, keeping my council work separate from other activities, and protecting information carefully when travelling on public transport, walking, or when in a car.

8. Reporting a Security Breach or Concern

I agree to report security breaches or concerns (either by using the council’s security incident report form or via the council Contact Centre) as soon as I become aware of them. I will report breaches or concerns to (a) the council’s Information Governance Team and (b) my council manager.

9. Monitoring Use of Systems, Email and the Internet

I understand that the council may exercise its right to monitor my use of council systems, email and data when it believes unauthorised, or illegal acts, may be taking place.

10. Compliance

I understand that the council expects me to comply with this Code of Conduct. This includes my obligation to avoid data breaches by accessing confidential council or Government information without authorisation. If I do not comply I understand that disciplinary or other action may be taken by the council.

<u>My Personal Agreement</u>	
I have read, understood and agree to comply with this Code of Conduct.	
First Name	Last Name
(block capitals please)	
Signed	Date / /

11. Returning your signed Code of Conduct

Please return a scanned copy of your signed Code of Conduct to security@rbwm.gov.uk
Put the words ‘Code of Conduct’ (and the name of the person signing) at the start of the subject line. Thank you.