1   Policy Statement

[Council Name] will establish specific requirements for protecting information and information systems against unauthorised access.

[Council Name] will effectively communicate the need for information and information system access control.

2   Purpose

Information security is the protection of information against accidental or malicious disclosure, modification or destruction. Information is an important, valuable asset of [Council Name] which must be managed with care. All information has a value to the Council. However, not all of this information has an equal value or requires the same level of protection.

Access controls are put in place to protect information by controlling who has the rights to use different information resources and by guarding against unauthorised use.

Formal procedures must control how access to information is granted and how such access is changed.

This policy also mandates a standard for the creation of strong passwords, their protection and frequency of change.

3   Scope

This policy applies to all [Council Name] Councillors, Committees, Departments, Partners, Employees of the Council (including system support staff with access to privileged administrative passwords), contractual third parties and agents of the Council with any form of access to [Council Name's] information and information systems.

4   Definition

Access control rules and procedures are required to regulate who can access [Council Name] information resources or systems and the associated access privileges. This policy applies at all times and should be adhered to whenever accessing [Council Name] information in any format, and on any device.

5   Risks

On occasion business information may be disclosed or accessed prematurely, accidentally or unlawfully. Individuals or companies, without the correct authorisation and clearance may intentionally or accidentally gain unauthorised access to business information which may adversely affect day to day business. This policy is intended to mitigate that risk.

Non-compliance with this policy could have a significant effect on the efficient operation of the Council and may result in financial loss and an inability to provide necessary services to our customers.

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