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| Subject: | Adoption of RBC Members Social Media, Internet & Email Acceptable Use & Mobile Phone Policy | Status: | For Publication |
| Report to: | Overview & Scrutiny Committee | Date: | 11 th March 2019 |
| Report of: | Andrew Buckle | Portfolio Holder: | Resources |
| Key Decision: | <input checked="" type="checkbox"/> Forward Plan <input checked="" type="checkbox"/> | General Exception | <input type="checkbox"/> Special Urgency <input type="checkbox"/> |
| Equality Impact Assessment: | Required: | Yes/No | Attached: Yes/No |
| Biodiversity Impact Assessment | Required: | Yes/No | Attached: Yes/No |
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| 1. | RECOMMENDATION(S) |
| 1.1 | That Overview and Scrutiny Committee considers the RBC Members Social Media Policy, revised Internet & Email Acceptable Use and Mobile Phone Policy and recommends its approval to Cabinet. |
| 1.2 | All future minor amendments to the RBC Members Social Media, Internet & Email Acceptable Use and Mobile Phone Policy are to be delegated to the Section 151 Officer in consultation with the Portfolio Holder. |

2. PURPOSE OF REPORT

- 2.1 The General Data Protection Regulation (GDPR) EU 2016/679 and Data Protection Act were implemented in 2018. In-order to ensure compliance with the new and revised legislation, Council policies around Social Media, Email & Internet Acceptable Use and Mobile Phone policies have to be amended to meet the new criteria imposed with the legislation.

3. CORPORATE PRIORITIES

- 3.1 The matters discussed in this report impact directly on the following corporate priority:
- **A proud, healthy and vibrant Rossendale:** our priority is to ensure that we are creating and maintaining a healthy and vibrant place for people to live and visit.
 - **A clean and green Rossendale:** our priority is to keep Rossendale clean and green for all of Rossendale's residents and visitors, and to take available opportunities to recycle and use energy from renewable sources more efficiently.
 - **A connected and successful Rossendale that welcomes sustainable growth:** our priority is to ensure that we are well connected to our residents, key partners and stakeholders. We want to make the most of every pound we spend and we are always looking for new and innovative ways to make the resources we do have, work harder for us.

4. RISK ASSESSMENT IMPLICATIONS

- 4.1 Failure to adopt the new and revised policies could result in the following:
- Non-compliance with the GDPR and DPA 2018 resulting in a Data breach and loss of personal data.
 - Loss of reputation and a potential fine following Data breach.
 - Increased costs with miss use of RBC mobile phones.

5. BACKGROUND AND OPTIONS

5.1 The GDPR EU 2016/679 and DPA were implemented in 2018. The new GDPR and revised DPA Acts increase the responsibility of organisations when managing, storing and disclosing personal data. As well as introducing a financial penalty for instances of non-conformance resulting in Data breaches.

The legislation is mandatory and the Council has completed a considerable amount of work complying with the new legislation. This has included all service areas performing Information audits, Privacy Statements have been developed both from respective service areas and corporately.

5.2 The revised policies incorporate best practise and provide useful advice and guidance to Members around ensuring that both the requirements of GDPR and DPA are met.

As well as ensuring that the organisation has in place the necessary Protective Measures, which have been reviewed and approved by the Council as appropriate to protect against a Data Loss Event having taken account of the:

- (i) nature of the data to be protected;
- (ii) harm that might result from a Data Loss Event;
- (iii) state of technological development; and
- (iv) cost of implementing any measures;

5.3 Rossendale will apply organisational and technical controls such as network and system specific security, physical security, user access privileges, user passwords including but not limited to the following to ensure that:

- Irrespective of whether Personal Data is at rest or in transit, the controls deployed are appropriate to the harm, which might result from any unauthorised or unlawful processing, accidental loss, destruction or damage taking account of the nature and sensitivity of Personal Data.
- Physical measures provide effective protection for information, systems and services from unauthorised access, theft, interference or damage.
- Procedures are in place to identify and resolve software and system faults and failures, including the identification of malicious software.
- Access to Personal Data is role based for legitimate business purposes in accordance with the “need to know” principle and that user permissions are controlled, granted, and removed in line with job responsibilities.
- Sufficiently complex password controls are implemented for all authorised personnel with role based access to Personal Data.
- Passwords, usernames and access codes are not disclosed to any other person (whether employed by the Provider or not) and that all passwords and security codes are kept securely.

COMMENTS FROM STATUTORY OFFICERS:

6. SECTION 151 OFFICER

6.1 There are no financial implications.

7. MONITORING OFFICER

7.1 All legal implications are covered in the body of the report.

8. POLICY IMPLICATIONS AND CONSULTATION CARRIED OUT

8.1 The policies ensure that the Council meets its responsibilities under GDPR EU 2016/679 and the DPA 2018 and complies with the Equality Act 2010.

9. CONCLUSION

9.1 The policies ensure the Council fulfils its duties under both GDPR EU 2016/679 and the DPA 2018 and is needed to ensure it has a legally robust approach complying with all legislation and good practice.

Background Papers

| Document | Place of Inspection |
|--|---------------------|
| RBC Members Social Media Policy | Appendix 1 |
| RBC Members Internet & Email Acceptable Use Policy | Appendix 2 |
| RBC Members Mobile Phone Policy | Appendix 3 |
| Initial Equality Impact Assessment | Appendix 4 |