Update to the Data Protection Elements of Financial Regulations – Section 4. Corporate Governance, Risk Management and Control of Resources

NOTE: Proposed additions are in blue and underlined.

1. **Amend** Paragraph 4.7.1 (Security of Assets) as follows:

The Authority holds assets in the form of property, vehicles, equipment, furniture and other items. It is important that assets are safeguarded and used efficiently in service delivery, and that there are arrangements for the security of both assets and information required for service operations. An up-to-date Asset Register is a prerequisite for proper property, plant and equipment account and sound asset management. (A corporate property database is required in addition to support land and property management, and a terrier to identify all the land and property holdings of the Council and their geographic locations, and inventories to record all items of furniture, equipment etc. – the following section deals with inventories).

The Authority also holds assets in the form of information and data sets. These are mainly stored electronically, but in some cases may also be stored in paper form. It is important that information and data sets are safeguarded and used efficiently in service delivery, and that there are arrangements for the security of information required for service operations. An up-to-date Information Asset Register is a prerequisite for proper information management. It is important that all staff are aware of their responsibilities with regard to safeguarding the security of the Council's information and data sets, including compliance with the Council's data protection policy statements and codes of practice.

2. **Amend** Paragraph 4.7.5 Responsibilities of Directors as follows:

To ensure, by nominating those employees who shall be responsible, the proper security and safe custody of all buildings, vehicles, equipment, furniture, stock, stores, safes, information, and other property belonging to the Authority and under their control. Individuals must be informed of their responsibility in this respect and, where appropriate, the emergency services should be informed of official key holders.

3. **Amend** Paragraph 4.8.4 (Responsibilities of Directors) as follows:

To maintain complete and accurate inventories of Council property including furniture, equipment, plant and machinery above £1000 in value and to maintain a complete and accurate Information Asset Register that includes all information and data sets held by the Council. In most cases assets associated with information systems (i.e. computer and communications equipment and software assets) will be included in the inventories of the IT Services supplier, through whom all IT and communications equipment must be purchased unless special dispensation has been provided by the CFO. Where a department has special dispensation they should include this equipment in their inventory records.

- To ensure that for each item in the inventory and for any new acquisition the following is recorded promptly:
    - identifying features of the item, (i.e. description, make, model, colour, etc.)
    - date received
    - serial number or security mark
    - approximate value of the item (this should be the purchase value, or if not known then the replacement cost), and
    - details of any sale, transfer or disposal.
- To ensure that, where appropriate, items are security marked. Attractive and portable items such as computers, cameras and video-recorders should always be identified with security markings as belonging to the Authority.
- To ensure each inventory is maintained by a specified officer who has no responsibility for authorising purchases or sales/disposals.
- To ensure each inventory and the Information Asset Register is kept securely, with access restricted to authorised staff, and is available for inspection by the Director and by internal audit at all times.
- To ensure that as a minimum an annual check is undertaken of all items in the inventories in order to verify for each entry its existence, location, and condition. This process should also identify redundant items as well as any surpluses or deficiencies of equipment, which should be reported at the same time as the results of the inventory check. To ensure that the results of each inventory check are reported to the Director for consideration.
- To ensure procedures are in place whereby any discrepancies in any inventory are reported immediately to the relevant Director.
- To ensure that property is only used in the course of the Local Authority's business, unless the Director concerned has given permission otherwise.
- To ensure that information stored and recorded in the Information Asset Register is up-to-date.