I.S. / I.T. Security Policy
User Responsibilities

These guidelines are intended to help you make the best use of the I.S. / I.T. resources at your disposal. You should understand the following.

1. You are individually responsible for protecting the data and information in your hands. *Security is everyone's responsibility.*

2. Recognise which data is sensitive, and be aware of the duties imposed by the Data Protection Act.

3. Even though you cannot touch it, information is an asset, sometimes a priceless asset.

4. Use the resources at your disposal only for the benefit of Melton Borough Council.

5. Understand that *you* are accountable for what *you* do on the system.

6. If you observe anything unusual, *tell your supervisor.*

When using the Council's computer systems you should comply with the following guidelines.

DO

7. Do choose a password that would be hard to guess, at least 8 characters including a number.

8. Do log off before you leave your workstation, if you are working on sensitive information or leaving your workstation for any length of time.

9. Do ask people their business in your area, if they look as though they do not belong there.

10. Do protect equipment from theft and keep food and drinks away from it.

11. Do ensure that all important data is backed up regularly. Liaise with the I.T. Services Section if you require assistance.

12. Do make sure that on every occasion that floppy disks and other media are brought in to the Council that they are checked for viruses by the I.T. Services Section before use.

13. Do inform the I.T. Services Section immediately if you think that your workstation may have a virus.

DO NOT

14. Do not write down your password, or use a previously used password.

15. Do not share or disclose your password.

16. Do not give others the opportunity to look over your shoulder if you are working on something sensitive.

17. Do not use shareware (software downloaded from the Internet or on PC magazine covers).

18. Do not duplicate or copy software.

19. Do not install any software on your machine or alter its configuration, this work may only be undertaken by I.T. Services Section staff.

Please note the following
Your PC / Laptop will be audited periodically.
Logins to, and use of the Council's network are monitored and audited.

If you are in any doubt about an issue affecting IT Security you should refer to the Council's IT Security Policy, or consult the ICT Team. Any breach of the Council's IT Security Policy may lead to disciplinary action.