



RUCKINGE PARISH COUNCIL

Information Risk Policy

Introduction

Ruckinge Parish Council is committed through its Risk Management Policy and Strategy to having sound risk management arrangements through the corporate risk framework and process established in that document. Information risk management sits within that framework contributing to the comprehensive assessment of risk by focussing at a more detailed level on information risk.

Information risk assessment lies at the heart of good information governance practice and is the basis of most information security standards. As a consequence Ruckinge Parish Council is committed to improving information governance and information security using a detailed information risk approach based on best practice and consistent with the Ruckinge Parish Council framework.

This approach has the advantages of:-

- Adopting the 'information security standard' that is widely understood and applied within the public and private sector.
- Embedding a systematic approach to the identification of risks and driving improvement measures
- Requiring the owners of information assets to be directly responsible for specifying how these assets will be used in a way that balances the requirements of openness and transparency with privacy and security.

Scope

This information risk policy applies to all Ruckinge Parish Council information in whatever format it is held and wherever it is held. It is expected that adherence to this policy will be included in all contracts for outsourced or shared services.

Policy

This policy:-

- Demonstrates the commitment of the Council to having sound information assurance arrangements.
- Defines the principles and key requirements for managing information risk.
- Ensures that Ruckinge Parish Council's management of information risk is consistent with best practice.

This policy requires the full analysis of information risk and the implementation of specific countermeasures based on the detailed assessment of specific risks and vulnerabilities.

Policy Objectives

The Information Risk Policy has the following objectives:

- To protect the Council, its employees, its partners and its service users from information risks where the likelihood of occurrence and the consequences are significant;
- To assist in safeguarding the Council's information assets and that ensuring that legal and statutory requirements relating to information are met.
- To provide an information risk management framework for all Council activities in which information risks will be identified, prioritised, considered and addressed through approval, review and control processes;
- To balance the cost of managing and treating information risks with the anticipated benefits that will be derived.
- To promote a pro-active rather than re-active approach to risk management.

Policy detail

Key documents

The following standard supporting documentation will be used in support of the risk management approach set out in this policy:-

Information Risk Assessment Guide

The guide will document the approach to identifying and assessing risk. For information risk these are focussed on loss of confidentiality, loss of integrity and loss of availability. It will also specify the risk appetite, i.e. the impact of risk that the Council is prepared to accept in pursuit of its strategic objectives, to be used. It will ensure that risk table values are consistently applied for both information risk and general risk.

Information Asset Register

The information asset register identifies each significant information asset, its security classification or marking and risk assessment status. The register forms the basis of the detailed risk assessment work.

Information Risk Register

The information risk register will form the complete record of identified information risks for the Council. It will document the assessed risk, mitigation action, any residual risk, and any outstanding actions.

Relationship with existing policies

This risk management policy is one of a series of policies that together form Ruckinge parish Council's Information Governance Framework outline in the Information Governance Policy. This policy should be read in conjunction with other related policies, in particular the:-

- Records management Policy
- Data Protection Policy
- Information security Policy
- Freedom of Information Policy
- Information security Incident Management Policy

Policy review

This policy will be reviewed on an annual basis.