

Highworth Town Council
Information Security Policy Statement

Highworth Town Council is committed to maintaining and improving information security within the organisation and minimising its exposure to risks. It is therefore Highworth Town Council policy to ensure that:

- The confidentiality of corporate, client and customer information will be assured.
- Sensitive information (however stored) will be protected against unauthorised access.
- The integrity of information will be maintained.
- Information will be made available to authorised business processes and employees when required.
- Regulatory and legislative requirements will be met.
- Business continuity plans for mission critical activities will be produced, maintained and tested.
- Information security training will be made available to all staff.
- All breaches of information security, actual or suspected, will be reported to and investigated by Highworth Town Council security personnel.

Signed..... *N Gardiner* Print Name *N GARDINER*

Position in Highworth Town Council..... *Town Manager*

Date..... *22/6/17*

To be reviewed..... *2021*