



3.08 – INFORMATION TECHNOLOGY POLICY

1. INTRODUCTION

This policy is to define the manner in which IT functions are managed.

2. POLICY OBJECTIVE

The objective of this policy is to ensure that Councillors, Council employees and contractors are aware of their responsibilities when utilising IT resources provided for them by the NIRC.

3. POLICY SCOPE

This policy, and its related procedures, encompasses the processes implemented to oversee the appropriate use of IT resources within all of the NIRC's operations. This policy applies to Councillors, contractors and employees of the NIRC.

4. DEFINITIONS

NIRC – Norfolk Island Regional Council

IT – Information Technology

CTH - Commonwealth

APP – Australian Privacy Principles

5. LEGAL AND POLICY FRAMEWORK

The *Privacy Act 1988* (CTH) extends to Government Agencies on Norfolk Island and governs the administration of personal information. Schedule 1 of the Australian Privacy Principles (APP) sets out the obligations of organisations when collecting, storing, managing and providing access to private information.

See also, *Local Government Act 1993* (NSW)(NI), Section 739 Protection of privacy.

Community Strategic Plan, Section 5 - An Informed and Accountable Community, Objective 9 – An Informed Community.

6. IMPLEMENTATION

6.1 Communication

Following adoption by Council, this Policy will be communicated to all staff and will be made available on Council's internal website (Intranet) for viewing. This policy will also be available for the public to view online on Council's website.

6.2 Associated Documents

Australian Privacy Principles (APP)

Procedure 3.08.1 – Website Management Procedure

Policy 2.10 – Conditions of Employment

Norfolk Island Regional Council Model Code of Conduct_2019

Norfolk Island Regional Council Procedures for Model Code of Conduct_2019

7. POLICY

The NIRC will manage its IT functions by:

- ensuring that all IT policies and procedures are made available to Councillors, employees of Council and contractors and are reviewed regularly
- ensuring that all staff use of IT complies with Councils Code of Conduct and related IT procedures
- ensuring that where the use of IT is deemed inappropriate and fails to comply with Councils internal procedures, then a user's access may be removed by authorisation of the General Manager or appropriate Group Manager
- enabling the Council, the ability to undertake disciplinary action in the event that any IT policies or procedures are breached

The NIRC IT staff will manage this by:

- only providing access to IT to persons who are authorised
- maintaining the security of Councils data and, safeguarding personal information
- monitoring the use of all IT platforms and ensuring adequate controls are in place
- continuous improvement through the annual review of software and hardware systems as well as ensuring robust security measures are in place
- ensuring compliance with any Commonwealth (or other) legislation applicable to the IT sector and data management on Norfolk Island

8. REVIEW AND VERSION CONTROL

Policy Number	3.08		Responsible Officer	Manager Customer Care
Effective Date	7 August 2019		Next Review Date	2022
Version Number	Version	Resolution No.	Effective Date	Version description
	V1	2017/127	16 August 2017	Developed and Adopted
	V2	2019/185	18 September 2019	Reviewed and Adopted