

25. SECURITY

25.1 CHIEF OFFICERS' RESPONSIBILITIES

It is the responsibility of the Chief Officer to ensure the security of all buildings, furniture, equipment, cash, stocks and stores under their control. Additionally, the Director of Neighbourhood Services and the Head of Law and Administration are responsible for the security of Local Offices (including ACCESS Offices) and HQ buildings respectively.

Chief Officers are required to consult with the Head of Property, and if necessary Head of Finance, in all cases where it is felt that security is defective and where special arrangements are required.

25.2 CASH SECURITY

Each Chief Officer shall inform the Head of Finance of all cash holdings within their department, whether this is departmental funds or funds held on behalf of third parties. For insurance purposes, cash holdings must not exceed such amounts as may be prescribed by the Head of Finance.

Private funds held by employees for coffee, tea, gifts etc, are not classed as funds held on behalf of third parties, and consequently are not included in the Council's insurance arrangements.

25.3 KEYHOLDERS

Keys to safes or other secure receptacles containing valuables are the responsibility of the persons nominated by the Chief Officer as key holders. A register of key holders should be kept in each department, with a copy supplied to the Chief Internal Auditor, and any loss of keys should be reported to the Chief Internal Auditor.

25.4 INFORMATION SECURITY

Chief Officers are responsible for the security of, and access to, all computer hardware, software and all computer held information within their department in accordance with the Council Information Security Policy and other related documents, including Acts and policies referred to therein. These policies are available for reference on the Council's Corporate Intranet. It is the responsibility of the Chief Officer to ensure that the use to which any information is put is confined solely to the purposes of the Council, and no person shall communicate any information so held to any other person except where that information is being communicated for the purposes of the Council, and where the person receiving such information is entitled to receive it.

**For clarification or any queries in respect of this section please contact
Janine Wilson on extension 6151**