



3.08 – INFORMATION TECHNOLOGY POLICY

1. INTRODUCTION

This policy is to define for Councillors, employees of Council and contractors who have access to technology, provided for use by the Norfolk Island Regional Council (NIRC), the manner in which Information Technology (IT) functions are managed.

2. POLICY OBJECTIVE

The objective of this policy is to ensure that Councillors, Council employees and contractors have access to the information technology resources that they require (within budget constraints) in order to deliver services to the community of Norfolk Island whilst maintaining a stable, secure technology environment which minimises the risk to Council's software and hardware and which ensures the safeguarding of private information.

3. POLICY SCOPE

This policy and its related IT Procedures encompasses the processes implemented to oversee the appropriate use of IT resources within all of Council's operations.

4. DEFINITIONS

NIRC – Norfolk Island Regional Council

IT – Information Technology

5. LEGAL AND POLICY FRAMEWORK

The *Privacy Act 1988 (Cth)* extends to Government Agencies on Norfolk Island including the Norfolk Island Regional Council (NIRC). Schedule 1 – Australian Privacy Principles sets out the obligations of organisations when collecting, storing, providing access to and using private information.

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

Community Strategic Plan Section 05 – 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 as well as made available on Councils public website and the internal website (Intranet).

6.2 Associated Documents

All Policies and procedures relating to Information Technology will be made available on the intranet for staff and all Policies will be made available on Councils website for the general public to view.

7. POLICY

The NIRC will manage its IT functions by:

- Ensuring that all IT procedures are made available to Councillors, employees of Council and contractors and are reviewed regularly
- Ensuring that all employees are made aware of the IT procedures relating to the use of the NIRC's technology (software and hardware)
- Ensuring that all staff use of technology complies with the Code of Conduct
- Ensuring that where the use of technology is deemed inappropriate and fails to comply with Council's internal procedures, then a user's access may be removed by authorisation of the General Manager or relevant Group Manager
- That the NIRC is able to perform disciplinary action in the event that any of the IT procedures are breached
- Maintaining the security of the NIRC's data and safeguarding individual's personal information
- Only providing access to technology to persons authorised
- Monitoring the use of all technology platforms and ensuring adequate controls are in place
- Continuous security improvement through the annual review of its software and hardware systems

8. REVIEW AND VERSION CONTROL

Policy Number	3.08	Responsible Officer	Manager Customer Care	
Effective Date	16 August 2017	Next Review Date	2020	
Version Number	Version	Resolution No.	Effective Date	Version description
	V1	2017/127	16 August 2017	Developed and Adopted