

Report on	Revision of Email and Instant Messaging Policy
Date of Meeting	July 2020
Reporting Officer	Barry O'Hagan – Head of ICT
Contact Officer	Barry O'Hagan – Head of ICT

Is this report restricted for confidential business? If 'Yes', confirm below the exempt information category relied upon	Yes	
	No	X

1.0	Purpose of Report
1.1	To seek approval of the adoption policy of a revised Email and Instant Messaging Policy
2.0	Background
2.1	The introduction of The Data Protection Act 2018 (as a result of GDPR EU regulations) has necessitated the review and adoption of policies that reflects the new legislative requirements placed on the Council to protect personal data and the impact that has on our IT policies. Council has revised the email and instant messaging policy as part of that review in order to reflect the new legislative considerations required.
3.0	Main Report
3.1	<p>The new Email and instant messaging policy legislation and policy supersedes the previous policy adopted in October 2015.</p> <p>This policy covers all email, collaboration and messaging systems and facilities that are provided by Mid Ulster District Council for the purpose of conducting and supporting official business activity through the Councils network infrastructure, mobiles and all stand alone and portable computer devices.</p> <p>It is intended for all Mid Ulster District Councillors, Employees of the Council, contractual third parties and agents of the Council who have been designated as authorised users of messaging facilities. System examples include Microsoft Office, Outlook, Skype for business, Teams, Cisco Jabber, Cisco WebEx, Skype, Portal administration tools.</p> <p>The full policy is detailed in Appendix 1.</p>
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: There will be no significant additional financial pressures caused by the revision of the policy.

	<p>Human: Council, has undertaken a program of training staff on personal Data Protection. The revised email policy will be circulated to all staff with email and published on the intranet. Unions have been consulted with in relation to the revisions earlier this year with no significant points raised.</p> <p>Risk Management: The potential for a breach of personal data has been identified as a corporate risk that requires regular monitoring, controls and mechanisms to treat the evolving risks presented. The revised policies helps to mitigate same.</p>
4.2	Screening & Impact Assessments
	<p>Equality & Good Relations Implications: An equality and good relations impact assessment has been completed and approved by the Director of Finance. The outcome of the screening has screened this policy out.</p> <p>Rural Needs Implications: The policy has been subjected to a rural needs impact assessment and this policy has considered the assessment during the policy revision . No significant impacts have been identified.</p>
5.0	Recommendation(s)
5.1	Council approve the adoption of the Email and Instant Messaging Policy.
6.0	Documents Attached & References
	Appendix 1:Email and Instant Messaging Policy