

Setting Access Permissions on Council Mailboxes and Data

Purpose

The purpose of this document is to help the Clerk and Councillors understand how access permissions are set and who has the authority to set them.

Audience

The audience for this document is all stakeholders, i.e. can be public facing.

Master Location

The master document to be saved as a Libre Office file in:

\\anyshiresnas01\policydocs\live\setting_access_permissions.odt

Copy Location(s)

Read only PDF versions of the file are kept in these location(s):

- Web Site: https://anyshirecouncil.gov.uk/uploads/documents/setting_access_permissions.pdf

Version History

Version	Date	Author	Notes
1	18-02-2024	Stuart Drabble	First Version
1.01	20-03-2024	Stuart Drabble	Ratified at council minute ref 123456

Review Cycle

The recommended review cycle is annually.

To Do

A list of things that did not make it into this version but should be considered in the next version.

- None

Additional Notes & Resources

A list of things to be aware of such as prerequisites, or more information:

- None

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Background

The granting of access rights to mailboxes or other IT resources used by Councillors or Officers of the Council can have serious implications in terms of privacy and confidentiality. While IT Norwich Ltd is responsible for managing these rights on behalf of **Anyshire Town Council**, the council are required to give IT Norwich Ltd clear guidance which explains who has the authority to request changes to such access rights. This document speaks of the “setting” of access rights; this includes adding, changing or removal of those access rights. This document does not speak to the **content** that may be held: Councillors and Officers are reminded of their varied obligations in this regard.

The Default Position - The Clerk

In a council setting the Clerk is responsible for enacting the will of the council. Assuming the Clerk is “in post” no individual councillor (or group of councillors) is allowed to make any decisions or provide IT Norwich Ltd any instructions pertaining to granting or revoking access rights to any mailbox or IT resource whatsoever. All such instructions should all come from the Clerk.

The Deviant Position -The Council

Notwithstanding the Clerk’s role, there may from time to time be situations where the Clerk is unavailable, but a change in access rights might be necessary. Where the Clerk has been unavailable for more than 14 whole calendar days, the Council may request a permissions change subject to the following guidance:

Resolution

A carefully worded resolution pertaining to granting or revoking of access rights to any mailbox or IT resource must be either:

- Put to a committee and resolved, and subsequently ratified by full council, or
- Put to full council and resolved.

The resolution must be explicit and well defined and should include:

- What changes are required to access permissions (e.g. Add, Change or Remove)
- Who the target of these changes is and who could be impacted by those changes, and in what way.
- Why such changes in access permissions are required.
- For what timeframe this access is needed (to be no more than 3 months but can be extended subject to re-ratification by the council or the Clerk).

The resolution may be made within the 14-day timeframe but will not be acted upon until that 14-day timeframe has expired and only then will be acted upon if the Clerk has not returned to post.

The resolution must be evidenced (to IT Norwich Ltd) by its sight of the minutes of the meetings and any related ratifications.

IT Norwich Ltd will satisfy itself as to the veracity of the request by contacting the Mayor (or Deputy Mayor) and at least two other councillors, chosen at random by IT Norwich Ltd.

An example of a good resolution.

We resolve that The Clerk contacts IT Norwich Ltd and requests that The Clerk is granted access to John Doe’s mailbox and OneDrive share. The Clerk will be able to see data which pertains to Jon Doe’s tenure as a Councillor which may include sensitive data. These changes are required as John Doe is no longer a Councillor and the Clerk needs to inspect the emails pertaining to the Monkey Bars, Pub and Seed Bank projects. Access is authorised for three months from the date of this meeting at which point it is to be revoked.

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Extenuating Circumstances

In extenuating circumstances (such as the death or severe disablement of the Clerk or another sudden unexpected absence of the Clerk which is expected to last longer than 14 whole days and/or the introduction of a Locum Clerk in the Clerks stead) IT Norwich Ltd reserve the right to take advice from the County Officer (or other professionals nominated by IT Norwich Ltd and versed in the way Councils operate) in order to establish the best practice actions to take, though such advice will not be binding upon IT Norwich Ltd.

General Points

Regardless of how such authority is granted, this section gives some guidance and limits as to what access rights can be granted and to whom they can be granted.

Councillors Mailboxes & Data

A (past or current) Councillor's mailbox or data:

- Will never be delegated or made accessible to any other Councillor.
- May be delegated or made accessible to the Clerk (or an Officer nominated by the Clerk) only at the instruction of the Clerk* and only then where the Council has agreed for this to take place.

Officers Mailboxes & Data

A (past or current) Officers' mailbox or data:

- Will never be delegated or made accessible to any Councillor.
- May be delegated or made accessible to the Clerk (or an Officer nominated by the Clerk) only at the instruction of the Clerk* and only then where the Council has agreed for this to take place.

Generic Mailboxes & Data

A (past or current) generic mailbox (e.g. clerk@finance@):

- Will never be delegated or made accessible to any Councillor.
- May be delegated or made accessible to the Clerk (or an Officer nominated by the Clerk) only at the instruction of the Clerk* and only then where the Council has agreed for this to take place.

* Or if the Clerk is absent, ratified as described above in "The Deviant Position -The Council"

This is a SAMPLE policy document you are free to inspect, adapt and use. No warranty is given as to the appropriateness of this sample policy and you must carefully review its suitability before using it or any part of it.

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