

CHILTERN DISTRICT COUNCIL
AUDIT COMMITTEE – 26th SEPTEMBER 2013

Background Papers, if any, are specified at the end of the Report

PROTECTIVE MARKING POLICY (DATA CLASSIFICATION SCHEMA)
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RECOMMENDATION

That the Audit Committee notes the report.

Report

1. This report provides an update for the Committee on progress with implementing a Protective Marking policy for Chiltern.
2. A protective marking policy is a means of identifying whether the document or email in question contains sensitive information, and if so some sense of the degree of sensitivity.
3. In July the Management Team considered a report on Information Management which included a section on Protective Marking. The report proposed adopting a three level classification system as described in the table below.

Category	Description
Restricted	Will be damaging if publicly disclosed. Must be used when using secure email (GCSX) thus compliant with the Government Connect Code of Connection (CoCo)
Classified	May be damaging if publicly disclosed
Not Protectively Marked	Information from, or for release to, the public domain. Information whose release or loss would not lead to any financial or reputational damage.

4. The definitions of Restricted and Not Protectively Marked, follows those set down in Government's secure classification system. Restricted information would mainly related to information provided containing personal and financial information about specific individuals.
5. The scheme adopted for the Council introduced an intermediary classification to cover documents where there may sensitivity, or where there may be sensitivity for a period. This allows some degree of local flexibility, as Restricted information would require transmission using the secure GCSX email system which is restricted to a limited number of officers.

6. The implementation of the Protective Marking system will be accompanied by installing an add-on to Office 2010 that will enforce setting in a document's header or footer one of the three classifications referred to in the policy. The add-on will also allow the categories Restricted and Classified to be inserted into the Subject line of emails, whose content accords with the relevant definitions.
7. The equivalent Protective Marking policy that exists in South Bucks will be revised to come into line with the Chiltern policy to ensure consistency of approach for staff working across the two Councils.
8. The plan to introduce the classification scheme is as follows:
 - a. Prepare a brief training presentation that can be used with all staff when the classification scheme is implemented.
 - b. Test the setup of the Office 2010 add-on.
 - c. Prepare information for intranet and staff induction covering Protective Marking.
 - d. Commence implementation and staff training November 2013.
9. The operation of the new arrangements will be monitored during the initial introduction period to identify and issues that may need to be addressed.