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## **Business Continuity**

It is the responsibility of individual Groups and Services to ensure that they have business continuity and disaster recovery arrangements in place in support of the ICT systems they operate. Arrangements in support of any corporate ICT elements involved in the system will be the responsibility of ICT Services. Managers in user groups and services should liaise as necessary with ICT Services to ensure their own Business Continuity arrangements for ICT systems used by their service are coordinated with the corporate arrangements of ICT Services

## **Incident Reporting and Monitoring**

### **Incident Reporting**

Any user who knows of a security incident or suspects someone is misusing the Company's computers either deliberately or accidentally must report it to their line manager or e-mail Incident Reporting ([incidentreporting@gateshead.gov.uk](mailto:incidentreporting@gateshead.gov.uk)) as quickly as possible. The line manager is responsible for ensuring that the incident is recorded and the Company's Incident Reporting Group are informed without undue delay.

The procedure for incident reporting is covered in more detail in the Company's Confidential Reporting Code, which is available on the Intranet.

### **Monitoring of Activity**

The Company reserves the right, consistent with the relevant legislation, to exercise control over ICT resources and to monitor their use to ensure efficient operation, to detect misuse and to supply evidence if required, for use in disciplinary or legal proceedings.

By using Company ICT systems users accept that all use may be monitored.

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## **Sign Off**

I have read and understand Gateshead Company's ICT Security Policy and agree to abide by it. I understand that violation of any part of the policy may result in disciplinary action being taken against me.