

POLICY & RESOURCES SCRUTINY COMMITTEE

21st March 2018

USAGE POLICY FOR PUBLIC ACCESS COMPUTERS

To consider and comment on the following issues:

The Introduction of the proposed new policy

Reasons:

This is a new policy to govern how the Council provides its computers with internet access to members of the public.

To be referred to the Executive Board / Council for decision: YES

Executive Board Member Portfolio Holder/s:

- Cllr. Mair Stephens

| | | |
|---|---|--|
| Directorate: Chief Executive's | Designations: | Tel Nos. / E-Mail Addresses: |
| Name of Head of Service: Noelwyn Daniel | Head of ICT Services | 01267 226270 NDaniel@carmarthenshire.gov.uk |
| Report Author: John M Williams | ICT Operational Delivery Manager | 01267 226311 jmwilliams@carmarthenshire.gov.uk |

EXECUTIVE SUMMARY

POLICY & RESOURCES SCRUTINY COMMITTEE

21st March 2018

USAGE POLICY FOR PUBLIC ACCESS COMPUTERS

It is necessary to have a policy in place to govern the use of Carmarthenshire County Council computers being used by members of the public
Public access computers are setup at various locations across the County, such as Libraries and Community Educations Centre, providing internet access and printing facilities.

There are no standard procedures in place, and the recommendation of this report is that the attached Policy and Terms & Conditions (T&C) be approved and used at all sites.

The policy specifies that acceptance of the T&C and proof of ID must be provided before access is granted to use a public access computer. This is to ensure that the identity of the user can be tracked should a subject access request be received from the Police or there is a breach of the T&C.

An electronic registration system is already in place at the core library sites. Following an audit undertaken by the Council's Digital Security Officer, the recommendation would be that this system be rolled out to all other public access sites.

DETAILED REPORT ATTACHED?

YES – Policy & T&C attached

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Noelwyn Daniel Interim ICT Manager

| Policy, Crime & Disorder and Equalities | Legal | Finance | ICT | Risk Management Issues | Staffing Implications | Physical Assets |
|---|-------|---------|-----|------------------------|-----------------------|-----------------|
| No | YES | YES | YES | YES | No | NO |

Legal

Advice from legal has been provided on the terms & conditions of use.

Finance

There will be a licence cost of £50 per Computer (annual) to use the electronic registration system (MyPC) on a computer. This cost will have to be covered by the service department wishing to install a Public Access Computer.

There are approximately 150 public access computers without MyPC. Approximate costs would be £7,500 per annum and would have to be funded by the department hosting the public access.

ICT

ICT will ensure that no access to a computer owned by Carmarthenshire County Council can be gained unless the user has logged on via MyPC. ICT will take responsibility for installing the appropriate software on every designated public access computer. ICT will ensure that every public access computer is connected to the authorities network which will ensure we can provide user identification in the event of an investigation.

Risk Management Issues

Implementation of this Policy will significantly reduce the risk to the authority that our Council owned computers are not being used inappropriately.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Noelwyn Daniel Head of ICT

- 1. Scrutiny Committee – N/A**
- 2. Local Member(s) – N/A**
- 3. Community / Town Council – N/A**
- 4. Relevant Partners – N/A**
- 5. Staff Side Representatives and other Organisations – N/A**

Section 100D Local Government Act, 1972 – Access to Information List of Background Papers used in the preparation of this report:
THERE ARE NONE-