

# ICT Security Policy

## 1. Preamble

Increasingly, municipalities and their information and communication systems and networks are faced with security threats from a wide range of sources, including computer-assisted fraud, espionage, sabotage, vandalism, viruses, computer hacking and denial of service attacks. Dependence on information and communication systems and services means municipalities are more vulnerable to security threats.

This policy has been developed considering the following prescripts and or acts:

- Promotion of Access to Information Act (Act no 43 of 1996);
- Electronic Communications and Transactions Act (Act no 25 of 2002);
- The Constitution of the Republic of South Africa (Act 108 of 1996)
- The protection of Information Act (Act 84 of 1982)
- The National Archives of South Africa Act (Act 43 of 1996)
- The Municipal Finance Management Act (act 1 of 2002)
- Organizational policies and Procedures (Mohokare Municipality)

## 2. Terms and definitions

### **Accountability:**

Ensuring that the actions of an entity/individual may be traced uniquely to that entity/individual, who may then be held responsible for that action

### **Authentication:**

Establishing the validity of a claimed entity/verification of the identity of an individual or application

### **Availability:**

Being accessible and useable upon demand by an authorised entity

### **Confidentiality:**

The principle that information is not made available or disclosed to unauthorised individuals, entities or processes

### **Identification and authentication:**

Functions to establish and verify the validity of the claimed identity of a user

### **Integrity:**

The inherent quality of protection that maintains the accuracy of entities of an information and communication system and ensures that the entities are not altered or destroyed in an unauthorised manner

### **Monitoring:**

Performance measurement to ensure the confidentiality, availability and integrity of operational systems and information

### **Password:**

Confidential authentication information composed of a string of characters

### **Remote access:**

The access of remote users to corporate IT services by means of telephone lines or 3G data card through a gateway/computing that is performed at a location that is distant from a central site, over a network connection

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### 3. Purpose

The purpose of this policy is to provide the Mohokare Local Municipality with an information and communication system security policy in order to apply an effective and consistent level of security to all information and communication systems that process Mohokare Local Municipality information.

### 4. Objectives of this Policy

The objectives of this policy are to:

- a) Apply cost-effective protection to security classified(private) information which is processed by Mohokare Local Municipality information and communication systems;
- b) Apply a reasonable level of protection to unclassified(public) information so that Mohokare Local Municipality offices can exercise control over that information, particularly in relation to public release;
- c) Be able to demonstrate accountability by a structured method of information and communication system security implementation and verification across Mohokare Local Municipality offices; and
- d) Develop an information and communication system security culture that reflects a consistent approach, based on an understanding of the security issues and a cost-effective way of dealing with them.

### 5. References and Related Legislations and Regulations

The following publications govern the Information Security Policy and were taken into consideration during the drafting of the guidelines and policy:

- Protection of Information Act (Act no 84 of 1982),
- Minimum Information Security Standards (MISS), Second Edition March 1998 Departmental
- State Information Technology Act (Act no 88 of 1998),
- Internet Usage Policy,
- Departmental Email Policy,
- Departmental Password Policy.

### 6. Scope of the policy

This policy is applicable to all employees of the Mohokare Local Municipality, including permanent and temporary employees as well all other stakeholders who make use of the Mohokare Local Municipality ICT network.

### 7. Information System Security

#### Individual accountability

- a) All employees who use/access/perform any function on or manages any part of the information and communication technology systems are responsible and accountable for following appropriate recommended procedures and for taking all possible steps to safeguard the information handled by that system and any sensitive assets involved. All Information Technology Systems shall provide means by which individual users can be uniquely identified and held accountable for their actions, in respect of which the system shall provide for appropriate records.
- b) All users of the information and communication technology systems are responsible, within the span of their control, to ensure that no actions are taken which could degrade or

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compromise the confidentiality, the level of accuracy, completeness, dependability and responsiveness levels of the programmes, services and information handled by the system.

- c) Users of the systems shall report any observed or suspected action/security weaknesses in, or threat to, systems or services to IT UNIT.
- d) IT UNIT is the overall custodian of this policy.

**Controlled access**

- a) An employee of the Mohokare Local Municipality shall be granted access to only the classified level of information and assets for which appropriate access authorization(s) and the need to know have been approved.
- b) A person shall be granted access to only those information technology system resources necessary to perform the assigned functions and only when such access will not lead to a breach of this or any other security principles.
- c) Appropriate segregation of duties, specifically allocated and defined in writing, shall apply.
- d) Controlled access will be achieved via physical and procedural means. Unique identification of the user to the system must be provided. An access authorization structure shall determine access and privileges, grant such access and privileges and record, control and monitor these.

**Levels of protection**

- a) The protection applied to information technical systems shall be commensurate with the sensitivity levels of the information and assets involved and shall take into consideration the identified threats to and vulnerabilities of the information system.
- b) Risks or threats that information technology systems are exposed to shall be identified, analyzed, evaluated and quantified in terms of the probability of them occurring and the potential impact of such an event of the Mohokare Local Municipality and its activities. A documented security plan should exist to manage risk situations, which should be revised on a regular basis.

**Disaster Recovery Plan**

- a) An approved disaster recovery plan and procedures should exist to minimize the impact of any type of disaster on the information and communication technology systems.

**Security education**

- a) Officials who have access to systems should be subjected to a programme of effective and appropriate security education to foster their security awareness on risks and the approved information and communication technology system principles.

**System access control and password security**

- a) Access to computer systems shall be controlled by means of an approved computer access control system which identifies the authorized user and verifies his/her identity.
- b) The access control system shall update an audit trail of all authorised and unauthorised efforts to gain access to the computer systems. Unauthorised access attempts shall be considered a breach of security.
- c) Passwords shall be individual and exclusive, and shall not be disclosed without authorisation in forced exceptional cases, and without documenting the incident. Unauthorised disclosure of passwords shall be considered a breach of security.

**Desktop and laptop security**

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- a) Desktops shall be located in a physically protected environment where access control measures have been instituted and are applied consistently. Unattended equipment shall have appropriate security protection.
- b) All portable computers are governed by the laptop policy.
- c) Access to computers on which classified data is processed, shall be controlled and limited by means of approved access control software.

### **Physical security**

Areas where computer-related equipment are accommodated, or office areas where classified information is dealt with, shall be protected in such a way that unauthorised access is prevented. Access control systems and procedures should regulate record and monitor movement in these areas.

### **Utilization of private computers**

When private computers are used, written approval shall be obtained from IT UNIT to use a private computer for official purpose. A computer register shall be established containing full particulars of the person, as well as details of the computer. Classified information bearing a sensitivity of confidentiality shall not be stored on a private computer.

## **8. ICT Communication Security**

To ensure a safe environment in which information of a classified nature could be communicated, electronically or verbally.

- a) Security of data transmissions  
Communication pertaining to classified information should be encrypted in accordance with the Mohokare Local Municipality approved cryptographic devices.
- b) Modems/dial-up communications  
No modems shall be connected to communication networks without the authorization from IT UNIT. Authorisation shall only be given on receipt of a detailed motivation approved by the particular employee's supervisors, requesting such facilities and a security plan detailing the manner in which the use of the modem and classified information transmitted through this modem will be regulated and controlled.
- c) Electronic mail
- d) The use of electronic mail and internet is governed by the Electronic mail and Internet usage policy.

## **9. ICT Security System Controls**

Security and computer viruses

In order to secure the network it is necessary that:

- a) If any desktop or laptop or server poses a risk to the network, other hosts or service delivery, the host shall be disconnected from the network until the risk has been resolved.
- b) Access to any desktop or laptop or server shall be prevented by any logical or physical means. Default access granted by the network may not be used.
- c) All desktops, laptops and servers shall use the latest security patch levels, as approved by IT UNIT.
- d) The computer name of all desktops, laptops and servers shall contain the exact username of the owner, unless authorised by IT UNIT.
- e) IT UNIT shall maintain virus-scanning software to protect the network against any virus attacks.

### **9.2 Firewall and perimeter security**

The secure network is protected from the internet and non-secure networks with firewalls and Intrusion prevention systems.

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- a) External network connections to the internal network may only be used for the purpose(s) it was authorized and intended for. All services being accessed from external or non-secure networks shall use secure protocols.
- b) Wireless devices and VPN access are not allowed on the network, unless provided by IT UNIT.
- c) IT UNIT has to approve all exceptions to abovementioned connection requirements.
- d) VPN network extensions are only permitted making use of secure tokens, managed and supplied by IT UNIT.

## 10. Security breaches

### 10.1 Responsibility for reporting breaches of security

- a) All employees have the responsibility to report any incident of security breach to IT UNIT.
- b) Breaches of security shall at all times be dealt with using the highest degree of confidentiality in order to protect the employee(s) concerned and prevent him/her from unnecessary injustice.

## 11. IMPLEMENTATION

This policy comes into effect from the date of approval.

## 12. POLICY REVIEW

This policy shall be review annually.

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