

FOI Ref

7531

Response sent

13 Aug 2020

**(CCC) Securing organisational information**

High ranking, senior Cambridge City Council officers have access to lots of private data about projects in the city and indeed residents. What steps are taken to recover and secure this information when they leave these jobs please?

**Response:**

Cambridge City Council has provision in its contracts of employment and code of conduct for dealing with and access to confidential information. Staff also receive training in data protection (GDPR).

When a member of staff leaves employment with the Cambridge City Council, a leaver process is invoked that revokes access to their account which ensures they no longer have access to information systems and data. As part of the process, users also return their equipment both laptop and mobile phones. Access to the network is not possible from a non-council provided device. Access to the Office 365 environment is provided by conditional access, again users are only able to access the Office 365 environment from a council provided device.

All security passes and any keys are returned.

Further queries on this matter should be directed to [foi@cambridge.gov.uk](mailto:foi@cambridge.gov.uk)