



# Birmingham City Council

## Data Storage Policy

If you have any enquiries about this Policy, contact the Information and Strategy Team on 0121 675 1431 or 0121 464 2877.

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## 1. OVERVIEW AND PUBLICATION PARTICULARS

### Document History

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### Overview

The objective of this document is to provide a policy framework for decisions on the storing of data and other objects in the systems used by Birmingham City Council. This is intended to allow effective decisions to be taken on the storage of all information and data which the council needs for its activities.

Authority <sup>1</sup>	Birmingham City Council – Assistant Director Performance and Information Division
Owner <sup>2</sup>	Birmingham City Council – Information and Strategy Manager
Scope <sup>3</sup>	This policy applies to all data and information storage used by Birmingham City Council to support its work. It covers all types of data object which may be stored and retrieved. It extends to all forms of data and information storage both directly on council and Service Birmingham managed systems and external storage used to hold council data or support council activities.
Review period <sup>4</sup>	This document will be reviewed at least annually or more often if justified by a change in circumstances.
Related documents	None

<sup>1</sup> AUTHORITY: The person or organisation who is responsible for enforcing this standard

<sup>2</sup> OWNER: The organisational position of the person who has rights to authorise changes to, or disposal of, this standard

<sup>3</sup> SCOPE: The organisations or persons to whom the standard applies

<sup>4</sup> REVIEW PERIOD: How frequently the standard should be reviewed

## 2. PRINCIPLES

The basic principles of the Data Storage Policy are:

1. Storage is provided to support the work of the council and its partners. Storage is not to be used for other activities without specific corporate or service management approval.
2. In particular, audio and video files and digital images should be created and stored only where these are required for work activities, such as training, publicity or translation services.
3. Users of the council's data storage should use the storage provided as efficiently as they can reasonably be expected to do. They should avoid unnecessary duplication of files and keeping multiple versions of documents where these are not required for a work purpose, such as providing a trail of changes.
4. Where the council provides shared or corporate repositories for storing particular types of data, users are expected to use these repositories for that data and not to keep it on storage provided for individual work use, whether on computers or external storage devices such as memory sticks.
5. The email system should not be used for the long-term storage of data and, in particular, for keeping files which should be stored in other defined repositories.
6. The storage and retention of data objects will be managed to comply with the council's legal obligations and any corporate or directorate policies on the retention and destruction of records.
7. Data identified as "PROTECT" or "RESTRICTED" under the council's Information Security Classification Standard will be subject to the appropriate access controls defined by the Access Control Standard (both of these documents are available on the PSPG database or via Inline).
8. Storage quotas will be used as a key part of the efficient management of storage. Quotas may be established for individuals or groups of staff. Where storage quotas are set, this will be done with regard to the totality of storage available to individual users and groups, including providing access to corporate repositories for specific types of file.
9. External data storage facilities (e.g. YouTube, Flickr, "cloud" services and file-sharing services) should be used only where the potential security risk to the council's data has been assessed and formal management or corporate approval exists to use these facilities. This approval will include the requirement to follow rules for the secure use of these facilities.

## 3. MANAGEMENT ARRANGEMENTS

1. Overall responsibility for managing the council's data storage lies with the Infrastructure team within Service Birmingham and is governed by the council's contract with Service Birmingham and the agreed corporate strategy.

2. Service Birmingham and Performance and Information Division of Corporate Resources Directorate will agree an annual capacity plan for data storage requirements.
3. Detailed policies and standards will be developed for specific types of storage, such as personal drives, shared drives and shared or corporate repositories such as document management systems, as well as for the use of any external storage services.
4. Detailed policies and standards will be developed for specific types of file or other object, such as audio and video files and digital images, including which types of file may be stored.
5. The designs of new or updated applications will conform to this policy when determining storage requirements.
6. Service areas will be responsible for ensuring that retention periods are set for records as required by the council's Records Management Policy (available on the PSPG database).
7. Regular reviews will be undertaken to ensure compliance with this policy and, where appropriate, reports will be issued to service area management for action or attention.
8. The Service Birmingham Infrastructure section will provide regular reports on utilisation of the storage provided to the council, including information on particular file types or other objects.

#### **4. EXCEPTIONS**

There are no exceptions to this Policy.

#### **5. ENFORCEMENT**

Any individual member of staff who contravenes this Policy or jeopardises the security of the council's information is liable to disciplinary action under the council's disciplinary procedure and, where appropriate, legal action may be taken.

Third parties or partner organisations which contravene this Policy or jeopardise the security of the council's information will liable to be investigated and, where appropriate, legal action may be taken.