

# ICT Policy

13 July 2017

## Request for Information.



Thank you for your request received on 28 June in which you asked:

- 1. I would be grateful if I could be sent a copy of the email usage and monitoring policy that relates to Assembly Members.*
- 2. I would also be grateful if you could state whether AM's emails are monitored, and whether that monitoring includes the content of a Member's email.*

A response to both questions is provided below:

- 1. I would be grateful if I could be sent a copy of the email usage and monitoring policy that relates to Assembly Members.*

Please find attached the current ICT Security Rules policy. This contains the email usage policy.



ICT-Security-Rules-Final-March-2016 (2).pdf

- 2. I would also be grateful if you could state whether AM's emails are monitored, and whether that monitoring includes the content of a Member's email.*

We routinely scan all emails as part of our defence against malware, spam and phishing attacks. The scanning is machine-based and automated using global Anti-Virus/ Spam signature databases and pattern-based heuristics and algorithms. Any email that is found to match the database / patterns is dealt with appropriately (deleted/quarantined etc.).

Bae Caerdydd  
Caerdydd  
CF99 1NA  
  
Cardiff Bay  
Cardiff  
CF99 1NA

Ffôn/Tel: 0300 200 6544  
E-bost/Email: [MynediadAtWybodaeth@Cynulliad.cymru](mailto:MynediadAtWybodaeth@Cynulliad.cymru)  
[Assembly-AccessInformation@assembly.wales](mailto:Assembly-AccessInformation@assembly.wales)

Croesewir gohebiaeth yn y Gymraeg a'r Saesneg/We welcome correspondence in both English and Welsh

Your request has been considered according to the principles set out in the Code of Practice on Public Access to Information. The code is published on our website at [http://www.assemblywales.org/abthome/about\\_us-commission\\_assembly\\_administration/abt-foi/abt-foi-cop-pub.htm](http://www.assemblywales.org/abthome/about_us-commission_assembly_administration/abt-foi/abt-foi-cop-pub.htm)

If you have any questions regarding this response please contact me. If you feel you have cause for complaint, please follow the guidance at the end of this letter.

Yours sincerely

**Freedom of Information Manager  
National Assembly for Wales**

Cause for concern or complaint with your FOI response?

If you believe that I have not applied the Code correctly or have not followed the relevant laws, you may make a formal complaint to the Chief Executive and Clerk at the National Assembly for Wales, Cardiff Bay. Details of the Assembly's complaints principles are set out in the Code of Practice on Complaints available on the Internet at <http://www.assembly.wales/en/help/contact-the-assembly/con-complaint/Pages/con-complaint-procedure.aspx>. Please advise me if you wish to receive a printed copy.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF