

Arrangements relating to ICT Equipment for Departing Politicians and Staff

Who these arrangements apply to

The provisions in this document apply to Assembly Members, the Mayor, the Deputy Mayor, all co-opted members and all employees of the GLA including the Mayor's appointees (Appointed by the Mayor under section 67 (1) of the GLA Act 1999 as amended).

Definitions

"ICT" means the range of equipment and technology classified under the heading 'information and communications technology' (ICT). It includes any information, documents and equipment and/or technology owned by the GLA at any relevant time.

"Equipment" may include some or all of the following:

- PC or laptop
- Telephone
- Blackberry (Mobile Phone)
- Printers
- Facsimile machine

"Information" may include some or all of the following:

- Any document, records or information the copyright in which is owned by the GLA; or
- Any document, records or information in which the copyright is owned by a third party, but where the GLA has purchased a licence in the respect of the copyright;
- Any confidential document, records or information; or
- Any GLA related e-mails, email addresses, circulation lists, electoral register or any part thereof.

"Date of termination" means the date that:

- an elected Member's term of office ends; or
- a co-opted Member's appointment ends; or
- an employee's employment ends.

GLA Information

When returning ICT equipment Members (and, where applicable, staff) must have regard to the GLA guidance for departing Members relating to information and records, (annexed to this document marked "Appendix 2"); and the Mayor and Mayoral Appointees (annexed to this document marked "Appendix 3"). Staff must also have regard to the Protocol on the Usage of ICT in the GLA (Appendix 4).

Before the date of termination and before GLA ICT equipment is returned, Members and staff should remove or delete from that equipment any non-GLA related records or information, but must not delete, remove or copy any GLA related records or information. Any information remaining on the GAL ICT equipment at the date of termination remains at all times the property of the GLA. It is subject to the Data Protection Act 1998, the Freedom of Information Act 2000 and the GLA Guidance given to Members regarding the collection, storage and disclosure of information.

Any ICT accounts (including phone, blackberry, and email) will be closed down within 1 month of a Member's, the Mayor's, Deputy Mayor's or any GLA employee's date of termination.

However, any material contained within an email account that has been closed down or which has been deleted by an individual before returning equipment, will be retained on back up tapes for a period of 3 months. Should Members, the Mayor, the Deputy Mayor, Mayoral appointees, or employees require access to such information after the date of termination, and within 3 months, a formal request should be made to Head of Technology Group. Should any other employee of the GLA require access to such information after the date of termination a formal request should be made via their line manager to the Head of Technology Group.

In addition, should any individual wish for out of office messages to be displayed in response to emails or for emails to be re-directed to them after they leave the GLA, they should contact the Technology Group Service Desk for advice and assistance, before, or as soon as possible after their date of termination.

Failure to comply with these arrangements

If any GLA ICT equipment or information is not returned in accordance with the provisions of this document, the GLA may seek to recover from the individual concerned (if necessary via legal proceedings) any losses or costs it incurs and which are related to the individual's failure to comply with these arrangements.