



# Report

## TITLE: CORPORATE POLICIES

Meeting: Council Meeting

Meeting Date: November 20, 2024

### Background

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The following policies are presented as follows:

#### CP005 – Systems and Data Security - Revised

- As technology and cyber threats evolve, it is crucial for the county to have comprehensive and up-to-date guidelines to protect both our data and electronic systems. This policy revision expands on previous guidelines by introducing additional safeguards for the use of county electronic devices, mobile access, and password management. The policy also emphasizes the importance of cybersecurity awareness training, regular data backup, and incident response protocols.

#### CP019 – Credit Card Policy – New

- The Credit Card policy has been established to ensure effective management and oversight of all organizational credit card usage. This policy will mitigate financial risks, ensure accountability in expenditures, and promote transparency in financial reporting. It also aims to ensure that credit cards are used responsibly and in compliance with legal and regulatory standards.
- Key elements of the policy include authorized users, expenditure guidelines, restrictions, reporting and documentation, approval process and non-compliance.

### Alignment with the Strategic Plan

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Flagstaff County's commitment to Leadership means we will ensure the reliability and continuity of Flagstaff County's administration and municipal operations.

### Recommendation

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TO approve revised Policy CP 005 – Systems and Data Security and new Policy CP 019 – Credit Card Policy, as presented.