

Operational Decision Record

Publication Date 15/02/2023	Decision Reference Number 4859
Decision Title	
Cryptshare renewal	
Decision Value	
£ 45,000	
Revenue or Capital Spend?	
Revenue	
Department	
Finance & Resources	
Contact Officer (Name, job title, and contact details)	
Paul J Burrows, IT Change, Projects & Strategy Manager, paul.burrows@nottinghamcity.gov.uk , 0115 87 63153	
Decision Taken	
<ol style="list-style-type: none"> 1. To approve undertaking an authorised procurement process for the renewal of the Cryptshare licencing. 2. To delegated to the Head of the IT Service authority to award and enter into a contract for the supply of a new Cryptshare licencing up to a value of £45,000 for a 3-year period. 	
Reasons for Decision and Background Information	
<p>Cryptshare is an encryption product used by the Council primarily to encrypt files securely for electronic transfer. The encryption protects personal and sensitive data when it is being transferred electronically between parties. Cryptshare has been used by the Council for a number of years and is integrated into e-mail for ease of use. Because the product has been used for a number of years colleagues across the Council have knowledge of its use. The Council has a range of procedures and documentation to support Cryptshare's use.</p> <p>Cryptshare is a widely used product and is provided by a number of resellers and so a market exists for its supply.</p>	
Other Options Considered and why these were rejected	
<ol style="list-style-type: none"> 1. Dispense with encryption of electronic data. This is not considered desirable as it increases the likelihood of data loss or data theft. Such an outcome would potentially be a breach of Data Protection legislation and would expose the Council to risk of prosecution. 	

2. Dispense with encryption software and use native encryption features in other products. It is more desirable to have a single encryption product than to rely on a mixed approach as it provides for consistency of approach and support. This makes operation of encryption more reliable. Because of this moving to diverse encryption products is not considered desirable.

3. Migrate to a single encryption product other than Cryptshare. Moving from Cryptshare would have a significant associated cost of change. Colleagues within the Council have been using Cryptshare for many years and so there is a high degree of product knowledge with the Council's user and support communities; this is supplemented by documentation and training materials. This experience would have to be re-built if there was a change in encryption product. Cryptshare may be purchased through a number of resellers, in effect creating a market for supply, and so the purchase is not a direct award.

Reasons why this decision is classified as operational

The decision is classified as operational because it relates to the renewal of licensing for products already in use and so is not a new policy or development.

Additional Information

- EIA, DPIA, Carbon Impact assessment or consultation exercise are not required for this decision because the decision is the continuance of use of currently approved software.
- The procurement of the licences will be made from the IT revenue budget and so is not a capital spend.
- Strategic Finance advice.
No objections from Finance but will need to prepay this at year-end across the three years. (Advice provided by Nishil Rabheru 11 Jan. 2023)
- Procurement advice.
This requirement provides no procurement concerns. ICT Services Team can obtain 3-quotes from known providers to obtain best value and be compliant with CPRs. (Advice provided by Louise Dobson 11.01.2023)

Decision Maker (Name and Job Title)

Ross Brown, Corporate Director, Finance & Resources

Scheme of Delegation Reference Number

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Date Decision Taken

15/02/2023