



Medicine Hat College Policy Electronic Information Storage, Access and Transport

Policy #:	IT-02
Policy Authority:	Director, Information Technology
Executive Sponsor:	Vice-President, Administration and Finance
Approved by:	President and CEO
Effective Date:	July 29, 2020
Next Mandatory Review Date:	July 29, 2025
Frequency of Review:	Every 5 years

1. POLICY OBJECTIVE

Medicine Hat College (MHC) processes and stores sensitive and personal information as part of its operations. Such information must be appropriately protected to prevent unauthorized disclosure, to meet legislative requirements, and mitigate risk.

This policy provides direction on where, and in what manner college electronic files are stored, accessed and transported.

2. POLICY SCOPE

This policy applies to the storage, access, and transporting of electronic files that are the property of or under the stewardship of MHC, including all types of information created, processed, stored or exchanged in any electronic file format.

It applies to all members of the Medicine Hat College community accessing college owned or stewarded information on college information technology systems and applications.

3. DEFINITIONS

- **College Authorized Electronic Storage Environments:** electronic or information technology mediated environments on which the college community can place college owned or stewarded information. Such environments may include, but are not limited to, local computers and servers, network accessible storage, web based storage services, and college owned or subscribed private or public storage environments.
- **Confidential Information:** information that employees have access to in order to do their job that is of a personal, private or sensitive nature.
- **Electronic Files:** information in files, data bases, data stores, and electronic records that are held or passed through MHC information technology systems or networks.
- **Information:** content, knowledge, facts, data, or communications from which meaning is derived.

- **Internal Information:** information that is used internally and can be safely circulated between college employees. For example, departmental meeting notes. Unauthorized disclosure or loss of this information may result in inconvenience, but is unlikely to cause financial or reputational damage to MHC, or harm to any individuals.
- **Institutional Information:** information owned or stewarded by MHC.
- **Medicine Hat College Community:** members under this Policy includes, but is not limited to the following:
 - (a) employee: any person who is employed by MHC or who provides services to MHC under an employment contract;
 - (b) student: any person enrolled in study at MHC;
 - (c) volunteer: any person performing work for MHC in an unpaid capacity;
 - (d) contractor/lessee: an individual or company (and its employees) who provides services to MHC (with or without a service contract) (i.e. a non-employee-employer relationship);
 - (e) community member: any person working in collaboration with MHC for a business or an academic purpose, or a visitor to campus.
- **Public Information:** information that is publicized or can be freely disclosed without any risk to MHC, and without infringing on any individual's right to privacy. For example, Academic Calendar.
- **Stewarded Information:** information that may not belong to the college, but is provided to, or generated by the college and requires protection as it may be of a private or sensitive nature.
- **Storage:** college authorized locations where original information is housed. (e.g. computer hard drive or network storage.)
- **Supervisor:** An employee delegated supervisory responsibility. This includes, but is not limited to supervisor, manager, executive director, chair, associate dean, dean, vice-president and president.
- **Transport:** making copies of information to facilitate sharing or access. (e.g. putting files on a USB device).

4. PRINCIPLES

The protection of electronic information is essential to MHC's operations to preserve the integrity of information, prevent unauthorized disclosure of confidential information, reduce the risk of a privacy breach, and to prevent violation of contractual engagements and privacy regulations which could result in financial loss and reputational damage.

5. DIRECTIVES

5.1 Institutional information must be used only by those persons who have a legitimate business need for academic, research or administrative purposes.

5.2 All users accessing information must comply with the Freedom of Information and Protection of Privacy Act and relevant MHC policies and procedures.

5.3 If information category is undetermined or unclear, information will be considered 'confidential'.

5.4 Electronic college information categorized as 'internal' or 'confidential' must be stored in locations authorized by the college as indicated in Appendix A College Authorized Electronic Information Storage, Access and Transport table.

5.5 Information Technology Services may authorize storage and/or access to meet the requirements of partnership or regulatory bodies,

6. RESPONSIBILITIES

6.1 **Supervisors** are responsible for

- (a) departmental compliance with the policy; and
- (b) delegating responsibilities as needed.

7. APPLICABLE LEGISLATION/REGULATIONS

Freedom of Information and Protection of Privacy Act

8. RELATED POLICIES

GA-04: Freedom of Information and Protection of Privacy

GA-05: Records and Information Management

9.5: Intellectual Property and Copyright

9.6: Copyright Compliance

9. RELATED PROCEDURES

PR-GA-04-01: Freedom of Information and Protection of Privacy

PR-GA-05-01: Applying the Records Retention and Disposition Schedule

10. OTHER RELEVANT INFORMATION

Appendix A: College Authorized Electronic Information Storage, Access and Transport Table

PR-GA-05-01 Attachment B: Records Retention and Disposition Schedule

ORIGINAL COPY SIGNED

Kevin Shufflebotham
President and CEO

Date: July 29, 2020

DOCUMENT HISTORY

February 2019 Policy approved
July 2020 Revised policy approved

ORIGINAL COPY SIGNED

Wayne Resch
Vice-President,
Administration and Finance

Date: July 29, 2020