

administrative regulation

Administrative
Regulation No.
1061

Classification:
General

Effective Date:
July 2, 2013

Responsible Care and Security of Information

1 | Purpose

The purpose of this Administrative Regulation is to provide guidelines and support for the use, responsibility, accountability and protection of CBE's information.

2 | Scope

This Administrative Regulation applies to all Calgary Board of Education staff and all information, recorded in any form, which is owned or under the custody of the Calgary Board of Education.

3 | Compliance

- All employees are responsible for knowing, understanding and complying with this Administrative Regulation.
- Failure to comply with this Administrative Regulation may result in disciplinary action up to and including dismissal.

4 | Principles

The following principles apply:

- CBE values the safety and security of students and staff.
- CBE values the safety and security of information collected, owned or in our custody.
- CBE staff should have access to the information necessary to carry out their duties.

5 | Definitions

CBE: means The Calgary Board of Education.

Confidential information: means information that is accessible only to those authorized to have access to it.

Disposition: means the disposal or transfer of information.

Information: means a collection of related data or knowledge about a topic. This may include personal, internal, confidential or sensitive information.

Internal information: means information not normally accessible by the public, intended only for uses within the organization.

Personal information: means information about an identifiable individual, including name, photo, home address and phone number, age, student ID number, etc.

Electronic Device: means a device or media that holds electronic information. These can be personal and/or portable. Examples include computers, servers, digital cameras, cell/smart phones, laptops, CDs or DVDs, flash/thumb drives etc.

Portable device: means an electronic device that is easily transportable such as cell/smart phone, flash/thumb drive etc.

Personal device: means an electronic device which is not owned by the CBE and is the personal property of an individual.

Public information: means information not subject to privacy, copyright or any other legal restrictions.

Record: means information that is written, photographed, recorded or stored in any manner.

Sensitive information: means any data of which the compromise of the confidentiality, integrity and/or availability could have an adverse effect on the CBE's interest or the privacy to which individuals are entitled.

Third party: means any person, group of persons or organization other than the CBE for example, file sharing providers (iCloud, Dropbox, contracted services etc.)

Transitory record: means records that have only immediate or very short-term value and will not be required again. Examples of transitory records are advertising material, exact duplicates, external publications (i.e. magazines), routine notices such as for special events, etc.

6 | Regulation Statement

Employee responsibility

- 1) It is the responsibility of each employee to be informed and fully understand their role regarding the proper handling and protection of information in their custody and control.

Supervisory role

- 2) Supervisors are responsible for the establishment and communication of expectations and procedures, which conform to this regulation and provide for the security of information within their environment/service unit.

Information security

- 3) All information received, created, managed and maintained by CBE is the property of the CBE and subject to this regulation.
- 4) Only authorized persons may have access to information.
- 5) All authorized CBE staff that create, use, manage, distribute, dispose of or preserve records/information have a responsibility to protect those records/information to prevent unauthorized access,

unauthorized modifications or loss.

- 6) All information must be securely maintained in confidence throughout the entire time it is in CBE custody including from creation to usage to disposition and/or preservation.
- 7) Personal information may only be disclosed if authorized by regulation or law including, but not limited to, the *Alberta School Act*, the *Alberta Freedom of Information and Protection of Privacy Act*, the *Alberta Child, Youth and Family Enhancement Act* and the *Canada Income Tax Act*.

Access

- 8) Access to information is restricted to those whose duties require such access and have received the appropriate authorization.

Security measures

- 9) All employees who use personal/confidential/sensitive information in the execution of their duties shall:
 - a) use secure remote connections to access personal/confidential information whenever possible;
 - b) refrain from storing anyone's personal information on non-CBE owned portable devices;
 - c) ensure that all information stored on portable or personal devices is encrypted and password protected;
 - d) copy, download, print or transport only the information that is required for specific tasks;
 - e) keep paper records and portable or personal devices physically secure;
 - f) maintain an inventory or copy of the information temporarily stored at home or on portable or personal devices under their control;
 - g) ensure that the master copy of information is stored on a centralized CBE system.;
 - h) destroy or remove transitory paper, digital or electronic records information when it is no longer required to carry out their duties;
 - i) not leave electronic devices or portable storage in non- secured areas;
 - j) ensure precautions are taken which are consistent with the sensitivity of the data under their custody.

Storage of information

- 10) Information must be stored in a secure manner with access restricted to those authorized.

- 11) The use of CBE owned or managed devices, storage and sites is highly recommended.
- Use of information**
- 12) Use of information is limited to the specific purpose for which it was collected.
 - 13) All information which is collected will be for a stated purpose which is clearly communicated upon collection.
- Disposal of information**
- 14) The disposal of information must be in accordance with the retention schedule as outlined by CBE Records Management. .
 - 15) Paper documents must be disposed of by secure shredding
 - 16) Digital documents must be disposed by permanent deletion.
- Retention of information**
- 17) The retention of information must be in accordance with the retention schedule as outlined by Records Management.
 - 18) Only the information that is required must be retained.
- Transportation of information**
- 19) It is the responsibility of the sender to ensure that personal/confidential/sensitive information, when being transported or transferred, reaches the destination intact without unauthorized access, change or disclosure (for example; correct fax number or email address, data encryption, sealed envelopes, keeping it on your person, not leaving the information (or device) unattended etc.).
- Use of third party**
- 20) Individual or groups must not use third party providers for distribution or storage of personal, internal or confidential information. i.e. icloud, dropbox, etc. unless corporate approval has been received
- Distribution of information**
- 21) Information shall only be shared or distributed to those whose duties require such information and have the appropriate level of authorization to access.
 - 22) Personal/confidential information regarding self or others should not be disclosed, in any form, to unauthorized persons.
- Reporting loss of information**
- 23) If CBE information is lost or stolen, the employee must inform their supervisor immediately upon discovery, and make the following contacts:
 - a) for CBE owned devices, contact the help desk.
 - b) for personal devices that contain CBE information, contact the FOIP Coordinator.

7 | History

Approval	August 2001
Next Review	June 2016
Revision/Review Dates	February 2003 May 2013

8 | Related Information

- AR 1062- Employee Acceptable Use of electronic Information Resources
- AR 4027 – Code of Conduct for Employees
- AR 6024 Student Records
- Alberta Freedom of Information and Protection of Privacy Act
- Alberta School Act R.S.A. 2000, c. S-3, ss 23, 60(3)(c)
- Alberta Child, Youth and Family Enhancement Act
- Canada Income Tax Act

