



## Rural Municipality of Corman Park No. 344 Policy

Policy # GA-007

**Policy Title:** Information Technology Policy

### Policy Objective:

To outline the acceptable use of information technology devices owned by the R.M. of Corman Park No. 344.

**Authority:** (Bylaw#, Resolution date/#)  
Resolution #46, April 22, 2014

### POLICY STATEMENT

The R.M. of Corman Park recognizes the importance of technology, and the need to provide Council and staff with access to the appropriate tools for the job. The purpose of this policy is to establish and define standards, procedures and restrictions for the issuance and usage of information technology, including acquisition, sanitization, and disposal of equipment in a legal, cost-effective manner. This policy was created in order to enhance employee safety, limit liability, and to help manage information technology costs.

This policy applies to, but is not limited to, all devices that fit the following device classifications:

- Portable and notebook computers,
- Workstations and desk top computers,
- Servers,
- Printers and photocopiers,
- Office telephones,
- Mobile devices (cellular or smart phones),
- Tablet Computers (I pads),
- Removable media (flash memory devices, floppy disks, digital cameras, optical CD or DVD media),
- Software,
- Hubs, Switches, Bridges, Routers,
- Any other device deemed to be an information technology device.



It is imperative that R.M. owned information technology equipment be used appropriately, responsibly, ethically and cost-effectively. The following must be observed:

- R.M. owned devices are the property of the R.M. of Corman Park No. 344, and must be treated, used, and safeguarded as such. If an R.M. device is lost or damaged, the Administrator must be notified immediately. After a review of the circumstances charges may apply to the user of the device for repair or replacement.
- All devices must be returned to the R.M. of Corman Park upon request, or following the end of employment, or term of office.
- No R.M. owned device is to be used for the purpose of illegal transactions, harassment or other similar behaviour.
- All costs associated with issued cellular devices will be allocated to the appropriate department, with monthly itemized bills to be received by the R.M., and reviewed by the Financial Officer, and costs allocated to the appropriate department.

Devices can be used for personal use (i.e. email, web browsing and misc. applications) providing that:

- The personal use will not affect cellular data usage or result in a charge to the R.M. of Corman Park,
- The device will be charged and ready when needed for official use,
- Such use would not reflect poorly on the R.M. as a whole.

Users will be asked to reimburse the R.M. for personal calls placed on the cellular device account that result in a cost to the Municipality. Users shall review their cellular device charges, and remit payment monthly for all personal usage resulting in an additional charge.

Cellular data usage should be made a last resort. If Wi-Fi is available then that should be used. The R.M. office has a Wi-Fi connection available for this purpose as does the 33rd shop. Every effort should be taken to limit the amount of data consumed on the Cellular Data network.

### **Freedom of Information**

All communication made on R.M. owned devices may be subject to a Freedom of Information Request.

### **Staff Provision of Devices**

The R.M. will provide information technology to staff, as required to carry out the business of the R.M. This includes access to R.M. email, financial system information and processing, agenda packages, preparation and management of documents.

The R.M. of Corman Park may consider the issuance of communication devices when the responsibilities of an employee require that:



- The employee be reachable immediately,
- The employee be 'on call' outside of normal business hours,
- The employee is not normally present at a fixed workstation and timely communication is difficult to transact,
- The employee is required to make frequent and/or prolonged travel away from the R.M. office,
- The employee is required to work alone at a work site where assistance is not readily available in the event of an injury, illness or emergency,
- The final decision on whether an employee will be issued a communication device rests with the Administrator, or designate.

The R.M. of Corman Park will provide the appropriate communication device(s) based on:

- The requirements of the employee position and job duties.
- If any non-approved devices, installation or usage of such technology is discovered, the R.M. of Corman Park reserves the right to remove and/or deactivate them immediately.

### **Council Provision of Devices**

The R.M. of Corman Park will provide Information Technology equipment in the form of a tablet computer to each Councillor to carry out business of the R.M. The tablet computer is equipped with a cellular network connection, under the R.M of Corman Park account, with all charges being received by the Municipality.

The R.M. provides a communication allowance to each Councillor as per the Council Remuneration document adopted by Council. No other Information technology or allowance is authorized to be provided to individual Councillors, unless otherwise provided for by Council resolution.

The following programs may not be uninstalled.

- Adobe Reader
- Meraki MDM
- Any and all profiles

The R.M. is not responsible under this policy to provide hardware or software support to any equipment or software that is not R.M. property.

Any Councillor, at the end of their term of office, may elect to purchase their information technology equipment at fair market value (as determined by the Administrator). This equipment may be subject to sanitization prior to the sale in order to protect the intellectual property of the R.M. and the confidentiality of personal information.



## DISPOSAL

The R.M. recognizes the need to protect the intellectual property of the Municipality, and the confidentiality of personal information, and the importance to define standards and procedures for the pre-disposal data sanitization of all R.M. hardware. All information technology equipment slated for disposal by any means must be fully wiped clean of all R.M. data by deleting all files, R.M. licensed programs, and applications.

The R.M. recognizes two different categories for the disposal of hardware:

- Hardware transferred internally: Hardware may not require sanitization if it is transferred to another user within the organization. If sensitive information has been stored on the hardware, or the hardware will be used at a remote site, then the hardware must be sanitized as hardware transferred externally. The R.M. will sanitize personal information from the hardware when it is transferred within the organization.
- Hardware transferred externally: All hardware transferred externally must be sanitized according to the methods defined in this policy. This includes:
  - Hardware transferred to the private ownership of employees,
  - Hardware transferred to the private ownership of Councillors,
  - Hardware donated to charitable organizations,
  - Hardware returned to Lessor,
  - Hardware returned to a vendor for servicing or maintenance,
  - Hardware released to an external agency for disposal, or a recognized eWaste recycle facility.

Two different methods may be used to sanitize hardware:

- Physical destruction: Hardware may be sanitized through crushing, shredding, incineration or melting.
- Digital sanitization: Deleting files is insufficient to sanitize hardware. A digital sanitization tool must be used.

The Administrator is responsible for determining the appropriate sanitization method, and properly sanitizing the hardware. A certificate will be completed when the sanitization is complete, and filed in the inventory records.

Wherever possible, it is desirable to achieve some residual value from retired or surplus Information Technology assets. Any and all receipts from the sale of Information Technology assets must be submitted to the Financial Officer. Income derived from sale must be fully receipted and monies sent to the Financial Officer.

Sale methods will be chosen at the discretion of the Administrator, meeting all legal requirements.