

## INFORMATION SECURITY POLICY

Policy Name: Information Security	Responsible Owner: Associate Vice President, Technology and CIO	Created: 2013 Mar
Policy Number: A42	Approval Body: SMT	Last Reviewed/Revised: 2024 Jun

Category:

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#### A. PURPOSE

Douglas College's information, network, and other information technology (IT) services are shared resources that are critical to teaching, learning, research, College operations and service delivery.

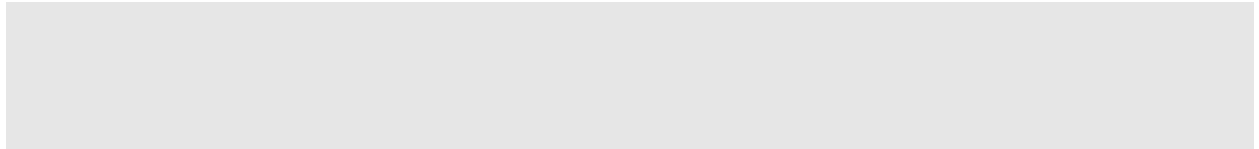
The purpose of this policy is to:

- Protect the confidentiality, integrity, and availability of information and associated assets (the College)
- Provide management direction and support for information security in accordance with business requirements and relevant laws and regulations
- Ensure the reliable operation of the College's IT so that all members of the College Community have access to the information assets they require

#### B. SCOPE

This policy applies to all members of the College Community and governs their relationship with Douglas College information, computing, communications network and devices used to connect to College facilities





D.

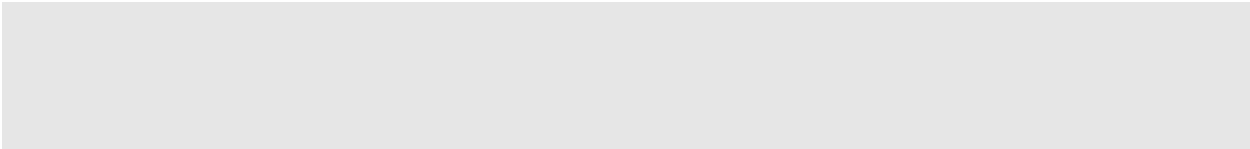


## Roles and Responsibilities

8. Senior Management Team (SMT) has ultimate responsibility for information security: SMT establishes and maintains an appropriate Information Security Framework and provides ongoing executive oversight of, including periodic, independent reviews.
9. Responsible

14. All users are responsible for:

- a. Taking appropriate measures to prevent loss, damage, abuse, or unauthorized access to information assets under their control
- b. Ensuring the secure storage, archiving and disposal of highly sensitive documents in their custody, in either paper or portable media format
- c. Looking after any physical devices e.g. Laptops



F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RECORDS (e)1082 (g)-16.9 (14.4 (gG)-234. (2)14.5 P)-31.4 sTc 014. (2)