

GOV-002-023

Strathcona County
Municipal Policy Handbook

Systems and Data Security

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Lead Role: Chief Commissioner

Replaces: n/a

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Administrative Responsibility: Information Technology Services

Policy Statement

Strathcona County promotes computer usage that assists users in performing their duties for the County. Every user is responsible for adhering to this policy and for following the procedures related to this policy.

All data created or stored on Strathcona County computer systems is the absolute property of Strathcona County. Security procedures shall be implemented to ensure the confidentiality, integrity and availability of such data.

Strathcona County uses software only in compliance with license agreements. No unlicensed software shall be installed on Strathcona County computer systems.

Definitions

- (a) "Computer Systems" means all technical resources that are owned or leased by Strathcona County that are used on or accessed from County premises or that are used for County business; including but not limited to County-owned or leased equipment, software, facilities, Internet addresses, domain names, e-mail services registered to or provided by Strathcona County, and any County paid accounts, subscriptions or other technical services.

Excluded from this definition is Utilities' technology including but not restricted to pump houses, booster stations, lift stations, flow monitoring stations, real time/remote control facilities, etc.

- (b) "Users" means all full or part-time employees of Strathcona County, elected officials, volunteers and contractors who are authorized by the County to use County resources to access the computer systems.

Preamble

Strathcona County's **computer systems** include, but are not limited to, **electronic mail** (e-mail) and the **Internet**. The purpose of these systems is to provide an efficient and effective means of internal and external communications, to improve work productivity.

This policy and its related procedures:

- Address access to and the disclosure of information from the computer systems
- Guides users in the performance of their duties
- Serves to delineate acceptable uses of the computer systems by users

Further, this policy seeks to ensure that user guidelines are consistent with Strathcona County's policies, all applicable laws, and the individual user's job responsibilities.

Strathcona County promotes computer, Internet and e-mail use that enables employees to perform County missions and encourages its employees to develop computer, Internet and e-mail skills and knowledge.

It is expected that employees will use the Internet and e-mail:

- To access scientific, technical, and other information on work-related topics to increase job knowledge
- To communicate with others as relevant to their work for the County
- For incidental and occasional personal use within the allowable bounds

Guidelines

USE OF COMPUTER, INTERNET AND ELECTRONIC MAIL SYSTEMS

The County provides computers and computer systems to employees for their use in performing their duties for the County. All employees of the County are responsible for using these systems in an effective, ethical, and lawful manner. These systems, like other County assets, should be used for the benefit of the County. All use should be congruent with the County's overall governance and corporate policies.

The County reserves the right to monitor and/or log all network activity, with or without notice, including all web site communications. Users should have no expectations of privacy in the use of these resources. Use of computer systems in violation of this, or other County policies, is prohibited and may lead to disciplinary action, up to and including termination.

Incidental and occasional personal use of County computer systems is permitted. This would include use for education purposes, personal development, work for community groups, etc. Any personal use of County computer systems must be done outside of normal working hours, provided there are no additional costs to the County and that all other provisions of this policy are adhered to. At no time can any of the County's computer systems be used for personal gain. Consumable materials and other direct costs will be on a user pay basis.