
Information Management

References: Municipal Government Act, RSA 2000, chapter M-26
Strathcona County Bylaw 32-2010: Regulate the Retention and Disposition of Records by Strathcona County
Freedom of Information and Protection of Privacy Act R.S.A. 2000
Electronic Transactions Act, SOA 2001, chapter E-5.5

Cross-reference: GOV-002-026 Privacy Policy
GOV-003-001D Information Security Directive
GOV-002-034 Open Data Policy

Policy Statement

Information is a strategic asset of Strathcona County. Having information of high quality and integrity enables the organization to make evidence-based decisions.

To ensure effective and continuous management of information throughout its lifecycle, the County will implement information governance.

Purpose

Information management is necessary to meet Strathcona County's operational requirements; to be compliant with legal and regulatory obligations to customers, citizens, and to the business; and to reduce risk. Furthermore, information management enables the organization to increase productivity, by enhancing the way the County performs everyday business and by maximizing the value of the information.

Strathcona County manages, protects, and preserves information:

- To ensure compliance with provincial and federal legal or regulatory requirements;
- To ensure disposition or transfer of corporate records for historical preservation and/or to maintain a collective memory;
- To support both freedom of information, and the protection of privacy from unauthorized access;
- To define appropriate security measures depending on the levels of sensitivity, and to provide guidance in their application;
- To provide access to all information assets to support business functions and activities for as long as they are required;
- To enable our workforce to be more efficient and effective, and to encourage both collaboration and innovation; and
- To ensure and/or guide the authenticity, reliability, integrity, and usability of information.

Definitions

Information – Data and content recorded or stored in any way, including facts, events, ideas, processes, or concepts, that are specific and organized for a purpose, and increase understanding within a certain context and timeframe. Includes the summation of all documents, records and data under the control of Strathcona County.

Content – Unstructured information which does not adhere to an approved schema or a format. This is the totality of all documents and files, including audio, images and video, under the control of Strathcona County, in either electronic or paper format.

Data – Facts, figures and statistics objectively measured according to a standard or scale such as frequency or volumes or occurrences. This term shall include statistical or factual information about image files and geographic information system data.

Information Management – The field of management responsible for efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.

Guidelines

The County is committed to providing ongoing support and continuous improvement of information management. All personnel are responsible for applying the following principles expressed in this Directive, and to comply with associated procedures and processes.

The Principle of Accountability

Responsibility for information management shall be delegated to appropriate individuals. The organization shall adopt directives, procedures, and standards to guide personnel and ensure the program can be audited.

The Principle of Integrity

An information management program shall be constructed so the information assets generated by or managed for the organization have a reasonable and suitable guarantee of authenticity and accuracy. Information aims to be provided from an authoritative source to all users.

The Principle of Protection

An information management program shall be constructed to ensure an appropriate level of protection to information assets that are sensitive, essential to business continuity, or that otherwise require protection.

The Principle of Compliance

An information management program shall be constructed to comply with applicable laws and other binding authorities, and the organization's policies and directives.

The Principle of Availability

The organization shall maintain its information assets in a manner that ensures their timely, efficient, and accurate retrieval.

The Principle of Retention

The organization shall maintain its information assets for an appropriate time, taking into account its legal, regulatory, fiscal, operational, and historical requirements.

The Principle of Disposition

The organization shall provide secure and appropriate disposition for information assets that are no longer required to be maintained, in compliance with applicable laws and the organization's policies and directives.

The Principle of Transparency

The organization's information management business processes and activities shall be documented in an open and verifiable manner, and that documentation shall be available to all personnel and appropriate interested parties.

Policy Record

**Date of Approval by Chief
Commissioner:**

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Last Review Date:

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Records and Information Management
Policy

Administrative Review: Information and Technology Services – Information Management
Branch