



24. INFORMATION SECURITY POLICY

SECTION Governance	DATE DRAFTED January 21, 2010
	EFFECTIVE DATE April 27, 2010
APPROVAL/AUTHORITY Board of Governors	LATEST REVISION
Original signed by Board Chair	

INTENT

The Board shall ensure that sufficient security controls are in place to maintain the confidentiality, integrity and availability of the information assets at Alberta College of Art + Design (ACAD). Security controls shall be aligned with ACAD's business requirements, regulatory requirements and international standards for enterprise security.

SCOPE

This policy applies to all authorized users of ACAD's information, including students, employees, contractors, consultants, suppliers and service providers.

DEFINITIONS

Information means ACAD data in any form or media, including databases and computer files, which is collected, transmitted, stored or maintained on ACAD's information systems or elsewhere.

Information Systems means ACAD's Information Technology (IT) networks, systems and applications.

Information Assets means information and information systems.

POLICY

1. The President + CEO shall ensure that adequate internal processes and procedures are established for the security of ACAD's information assets.
2. The President + CEO shall ensure that regular internal and external audits are conducted to ensure that current security safeguards, standards and procedures are effective.



3. The President + CEO shall ensure that an inventory of all information assets is maintained and updated on a regular basis.
4. Information assets shall be classified as Restricted, Confidential, Internal Use or Public Use based on their sensitivity to the organization. Appropriate security standards for each level of classification shall be established and implemented.
5. The President + CEO shall establish the approval, authentication and periodic review processes for access to ACAD's information systems, including remote access.
6. The President + CEO shall ensure that an Information Technology risk management system is implemented and maintained in accordance with the Risk Management Policy.
7. The President + CEO shall establish the procedures for making changes to the collection, storage and maintenance of ACAD's information assets.

REFERENCE

- ACAD Risk Management Policy
- ACAD Privacy Policy
- Alberta Government, Ministry of Advanced Education & Technology, Provincial Post-Secondary System Information & Technology Management Control Framework