**POLICY**

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| NAME | **Information and related Technology (IrT)** | |
| CATEGORY |  | |
| POLICY NUMBER |  | |
| **ACCOUNTABILITY** | | |
| Office of Accountability: | | VP, Finance and Administration |
| Office of Administrative Responsibility: | | Information Technology Services |
| Approved By | |  |
| **RELEVANT POLICY DATES** | | |
| Last Approved | |  |
| Changes Effective | |  |
| Review Frequency | | Annual |
| **MODIFICATION HISTORY** | | |
| This policy replaces the following policies effective *<<month, day, year>>*:   * Rental of AV and PA Equipment Policy * Use of Information Technology Resources Policy * Internal Digital Signs Policy * Information Technology Security Policy | | |

**POLICY STATEMENT**

The King’s University (King’s) will manage its information and related technology (IrT) assets and services through effective governance structures and processes that support the achievement of its mission and strategic direction.

Objectives:

Information is a strategic asset that must be managed in a disciplined and co-ordinated manner. Technology is a key enabler to achieving well-managed information. Therefore, it is critical to manage both information and related technology through governance structures, applications and processes that:

* Manage information as a strategic asset.
* Establish and maintain an enterprise architecture that aligns with the King’s strategic direction.
* Comply with legislation, regulations and contractual requirements.
* Manage information throughout its lifecycle to ensure its accessibility, usability, integrity and confidentiality.
* Apply architecturally compliant approaches in the translation from data into information, knowledge and ultimately insight.
* Protect privacy, secure information and related technology, and manage identity.
* Ensure information users are appropriately informed, educated and trained.
* Provide assurance that controls are systematically implemented, reviewed, monitored and evaluated.
* Manage IrT risk throughout King’s.
* Optimize the return on investments made in information and related technology.

Scope:

This policy applies to the governance and management of King’s administrative and academic information and related technology assets, processes and services.

Compliance:

Compliance with this policy extends to all King’s board members, employees, contractors, vendors, volunteers and students.

**DEFINITIONS**

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**RELEVANT LEGAL INSTRUMENTS**

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| * *Alberta Evidence Act* * Certification of Teachers and Teacher Leaders Regulation * *Electronic Transactions Act* * *Emergency Management Act* * Government Emergency Planning Regulation * *Health Information Act (HIA)* * *Financial Administration Act* | * *Government Organization Act* * *Historical Resources Act* * *Personal Information Protection Act (PIPA)* * *Post-Secondary Learning Act* * *Public Interest Disclosure Act* * Public Interest Disclosure Regulation * *Public Service Act* * Records Management Regulation |