



Prepared By: Finance

Council Approval Date: June 22, 2020

Effective Date: Immediately

Council Resolution No.: 20-239

POLICY STATEMENT

The Town of Olds recognizes the importance of Data-connected Devices in everyday business operations. This policy sets out standards that govern the use of hardware, software and personal devices in the course of business operations.

PURPOSE

The purpose of this policy is to set out guidelines governing the access to and use of Data-connected Devices in an Appropriate manner.

SCOPE

This policy applies to all Town Employees, contractors, volunteers and elected officials who for any reason use Data-connected Devices.

DEFINITIONS

"Appropriate" means uses that are professional, responsible, not harmful, and bona fide, that promote and assist the Employee in their job duties and the pursuit of the defined goals of the Town of Olds.

"Breach" means any real or suspected activity whereby the Employee loses full electronic control of the Data-connected Device or information contained therein, common examples being: compromised password, unauthorized remote access or control, or unintended encryption of data by third parties.

"Contractor" is a person or company that undertakes a contract to provide materials or labour to perform a service to do a job.

"Data-connected Device" means any hand-held or portable device that makes or receives phone calls, sends or receives voice messages, sends or receives text messages, or accesses the internet or email. Includes, but not restricted to, cellular phones, tablets, smart phones, GPS devices, or wearable devices such as smartwatches, head-mounted displays and wearable cameras.

"Data Connection" refers to the ability to send or receive data such as text messages, a connection to a Town e-mail account or the ability to connect to the internet on a cellular network, the town's corporate network (server), or any other Data-connected Device.

"Employee" means any person in a position at the Town of Olds. This includes any permanent, temporary, part time or casual Employees.

"Standby" means a commitment to work if the need arises after the regularly scheduled shift or prior to the next scheduled shift.

"Volunteer" is an unpaid worker reporting to a Town of Olds employee.

"Work Shift" means the hours the Employee is on paid duty working for the Town of Olds or whenever the volunteer is acting on behalf of the Town of Olds.

RESPONSIBILITIES

The Chief Administrative Officer or designate(s) is responsible for administering this policy within the standards established.

STANDARDS

1. All Employees, contractors, volunteers and elected officials, while conducting Town business or using Town-owned Data-connected Devices, are required to adhere to provincial and federal regulations and safe work practices.
2. By default, with all managers and other functions designated by the Executive Team as Standby, Employees using Data-connected Devices for Town related duties are not required to carry the device outside of their Work Shifts.
3. All Employees, contractors, volunteers and elected officials must immediately notify the Director of Finance, or their designate upon the loss or Breach of a Town-Owned or personal Data-connected Device.
4. Personal accounts, regardless of type or nature, will not be used to conduct town business or transmit town information.
5. Data-connected Devices are also subject to Information System Backup policy.
6. Regardless of whether a Town-owned device or a personal device is being used for Town work purposes, personal information may be removed or wiped completely at the discretion of the Town to protect Town information.