



Delegation of Authority – Information and Technology Policy

This document is the parent policy for any College procedures or regulations. Questions regarding this policy are to be directed to the identified Policy Administrator.

Policy Statement:

The Board of Governors delegates to the President the authority over College information and associated technology with the following executive limitations:

1. Consultation with key stakeholders and business areas should precede any substantive operational and strategic changes to technology and its use.
2. The Board of Governors will receive periodic reports that support the Boards’ role in strategic oversight and risk management.

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| Sponsor: | Governance |
| Policy Owner: | President & CEO |
| Policy Administrator: | Executive Assistant, President & CEO and Board of Governors |
| Approved By: | Board of Governors |
| Approval Date: | April 19, 2023 |
| Effective Date: | April 19, 2023 |

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| Objective: | N/A |
| Guidelines: | <ol style="list-style-type: none"> 1. All technology is managed to ensure high quality achievement of the College’s goals. 2. All information must be managed throughout its lifecycle to ensure integrity, availability and appropriate level of confidentiality regardless of media. 3. Industry standard frameworks for information technology management should serve as a guide to managing the risks associated with information technology. Framework procedures shall be appropriate to the size of the organization and scalable for future growth. 4. Information is a College asset used for effective decision making and delivery of services. The President, or designate, will ensure that all information is strictly managed. One part of information management will be an Organizational Records Structure and archive. 5. Appropriate and timely availability of information is the key to efficiency. All access to information will follow documented procedures and be restricted according to business needs. 6. Information and technology users will be aware of their responsibilities in protecting privacy, securing information, segregating duties and managing identity. 7. Integrity of College information shall be protected from the impacts of technological change. 8. A mechanism will be in place for receiving and discussing key stakeholder advice on the strategic directions of technology use at Northern Lakes College. 9. In support of College business, strategic technology directions will guide the technical/architectural design of the College. |

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| Definitions: | <p>Quality means the definition of quality as defined in the commentary to the Mission Statement of Northern Lakes College.</p> <p>Organizational Records Structure means a method of classifying College records for storage and retrieval, retention, secure access, location of master records, and departmental ownership.</p> <p>Record means a record in any form and includes notes, images, audio-visual recordings, x-rays, books documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.” [Source: Revised Statutes of Alberta (RSA), 2000 Chapter F-25; Freedom of Information and Protection of Privacy Act Section 1 (1) (q)]</p> |
| Related Northern Lakes College Documents: | Human Resources – Employees Code of Conduct Policy Information Technology – Acceptable Use of Information Technology Regulation |
| Related External Information: | Freedom of Information and Protection of Privacy Act Provincial Post-Secondary System Information Technology Management Control Framework (Enterprise and Advanced Education) |
| Stakeholders Consulted: | IT Services: Feb 22, 2023 Policy Review Committee: Oct 9, 2018 (defunct) President’s Advisory Team: Apr 13, 2023 Senior Leadership Team: Jun 5, 2018, Mar 22, 2023 Senior Management Team Policy Review Committee: Apr 30, 2013 (defunct) |
| Next Review Date: | April 17, 2028 |
| Revision History: | June 2013: New June 5, 2018 November 30, 2018 February 13, 2020: New template April 19, 2023: Renewal |