



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 that the President & CEO has authority over information and technology of Northern Lakes College, within the parameters of the guidelines specifying executive limitations.

Sponsor:	Governance
Policy Owner:	Board of Governors
Policy Administrator:	Executive Assistant, President & CEO and Board of Governors
Approved By:	Board of Governors
Approval Date:	June 18, 2025
Effective Date:	June 18, 2025

Objective:	This policy establishes a clear delegation of authority for decision-making regarding information and technology ensuring alignment to College priorities, regulatory requirements, and governance oversight
Guidelines:	<p>Decisions made under this policy shall adhere to the following executive limitations:</p> <ol style="list-style-type: none"> 1. Consultation with key stakeholders and business areas must precede any significant operational or strategic changes to technology and its use. 2. Strategic technology directions will guide the technical or architectural design of the College. 3. All technology shall be managed to ensure the College's goals effectively. 4. Information must be managed throughout its lifecycle to ensure integrity, availability, and appropriate level of confidentiality regardless of format. 5. Industry standard frameworks for information technology management shall guide risk mitigation efforts. 6. Information is a critical asset for decision-making and service delivery; the President & CEO, or a designated representative, will ensure strict information management. 7. Access to information will be granted based on business needs and documented procedures. 8. Users must understand their responsibilities regarding privacy protection, information security, duty segregation, and identity management. 9. College information integrity must be safeguarded against technological change. 10. The President & CEO shall operate within financial, operational, and strategic constraints established by the Board of Governors, ensuring that decisions align with Northern Lakes College mission, vision, and values. <p>Furthermore, the Board of Governors authorizes the President & CEO to delegate authority as appropriate.</p>
Definitions:	N/A

Related Northern Lakes College Documents:	General – Intellectual Property Policy Governance – Freedom of Information and Protection of Privacy Policy Human Resources – Employees Code of Conduct Policy General – Intellectual Property Procedure Governance – Access to Information Procedure Governance – Protection of Privacy Procedure Information Technology – Information and Change Management Procedure Information Technology – Acceptable Use of Information Technology Regulation
Related External Information:	Access to Information Act Post-secondary Learning Act Protection of Privacy Act Provincial Post-Secondary System Information Technology Management Control Framework (Enterprise and Advanced Education)
Stakeholders Consulted:	IT Services: Feb 22, 2023; Mar 25, 2025 Policy Review Committee: Oct 9, 2018 (defunct) President’s Advisory Team: Apr 13, 2023; May 6, 2025 Senior Leadership Team: Jun 5, 2018, Mar 22, 2023; Apr 7, 2025 Senior Management Team Policy Review Committee: Apr 30, 2013 (defunct)
Next Review Date:	June 17, 2030
Revision History:	June 2013: New June 5, 2018 November 30, 2018 February 13, 2020: New template April 19, 2023: Renewal June 18, 2025: Update to guidelines and policy statement