

<b>STATEMENT of POLICY and PROCEDURE</b>			
Manual:	SALPN	Policy Number:	<b>1.2.02</b>
Section:	Governance: Administration	Issued:	December 6, 2013
Subject:	<b>Information Technology</b>	Effective:	December 6, 2013
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		Updated	March 8, 2017
Issued by:	The Saskatchewan Association of Licensed Practical Nurses		

## **1. POLICY**

- 1.1 The organization will take all necessary precautions in the design and maintenance of its computer network, databases, website and electronic document storage to ensure that:
  - a. The personal information of members and other stakeholders is protected.
  - b. Information and equipment crucial to the organization is safeguarded.
- 1.2 All software used by the organization will be legally purchased and licensed.
- 1.3 Employees are strictly prohibited from accessing any sites that may be considered racist or pornographic. These types of sites, besides being offensive, may put our computer network at risk. Employees caught using inappropriate sites may be subject to immediate dismissal.

## **2. PROCEDURE**

- 2.1 Local Network – Personal Computers and Servers
  - a. All personal computers will be linked to the organization’s local network.
  - b. All electronic files will be stored on the shared drive on the server or a designated primary computer.
  - c. Individual employees will be assigned a unique area on the server drive for individual work documents.
  - d. Wherever possible, electronic files should be stored on the shared drive for ease of access and to reduce duplication.
  - e. Electronic files of a confidential nature should be password-protected by the originator.
  - f. Access to the organization’s local network will be password-protected.
  - g. Passwords will be changed every three months or whenever an individual leaves the organization.
  - h. All passwords for computers and for confidential files will be provided to the Office Administrator on a monthly basis or as needed. These password records will be stored either physically or electronically in a secure offsite location.

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- i. Access to the network from offsite will be restricted to those with a business need to do so and approved for access by the Executive Director.
- j. Maintenance and updates will be performed regularly as follows:
  - o Defragmentation of server – weekly.
  - o Scan disk of server – weekly.
  - o Scan of server registry for errors – weekly.
  - o Scan disk, defragmentation and scan registry for networked workstations – monthly.
  - o Physical cleaning of towers – monthly.
  - o Software and virus protection updates – use automatic updates features wherever possible, otherwise weekly.
- k. All hardware and software will be assessed for insurance purposes at replacement value.

## 2.2 Databases

- a. Databases containing private or personal information of members and stakeholders will be password-protected.
- b. Databases containing private or personal information of employees, clients or customers will be accessed only by authorized personnel.
- c. Databases will be assessed for coverage under the organization's insurance policy at replacement value.

## 2.3 Connection to the Internet

- a. All points of direct access to the Internet will be appropriately firewalled and virus-protected.
- b. Firewall and virus-protection software will be automatically updated wherever possible.
- c. Where personal information or financial transactions will be sent using an Internet connection, the highest-calibre encryption will be used.

## 2.4 Personal and Financial Transactions via the Internet

- a. Payments and requests for personal information accepted via the organization's website will be performed using a trustworthy and reliable validation service and the highest calibre

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encryption standard.

#### 2.5 Back-up of Information

- a. All documents and folders will be backed up onsite daily and offsite weekly.
- b. Databases will be backed up daily and follow a weekly offsite back-up cycle.
- c. Financial systems will be backed up daily.
- d. Proprietary software will be backed up and stored offsite.

#### 2.6 Archiving Electronic Information

- a. Annually, electronic records will be culled and archived according to the organization's records retention policy.
- b. Archiving via a service or electronically-accessible medium is acceptable.
- c. Software which is being decommissioned by the organization will be archived and kept in a secure offsite location.