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| Policy no. 2023-CA-28 | Information Security |
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| Approved: | Resolution no.    | CC-240424-CA-0092 |
| Revised:  | Resolution no.    |                   |
| Origin:   | Secretary General |                   |

NOTE: In keeping with its commitment to respecting diversity, the Sir Wilfrid Laurier School Board uses gender-inclusive language in all its written communications. In cases where eliminating references to gender is not possible, gender-specific pronouns and possessive determiners are used solely for purposes of clarity and concision.

## 1.0 CONTEXT

In the course of its activities, the Sir-Wilfrid-Laurier School Board (hereinafter "SWLSB") processes a significant amount of data in multiple formats. Given the nature of this data, SWLSB must ensure its appropriate handling. The SWLSB must put in place a series of measures to ensure proper and flexible

- The *Act respecting the governance and management of the information resources of public bodies and government enterprises* (LRQ, Bill 133)
- The *Act to establish a legal framework for information technology* (LRQ, c. C-1.1)
- The *Act respecting access to documents held by public bodies and the protection of personal information* (LRQ, c. A-2.1)
- The *Criminal Code* (R.S.C., 1985, c. C-46)
- The *Regulation respecting the distribution of information and the protection of personal information* (c. A-2.1, r. 2)
- The *Directive sur la sécurité de l'information gouvernementale*
- The *Copyright Act* (R.S.C., 1985, c. C-42)
- The SWLSB Policy No. 2000-IT-01 – *Use of Information and Communication Technology Resources Policy*
- SWLSB Policy no. 2018-CA-23 – *Policy Governing the of Disclosure of Wrongdoings*
- SWLSB Policy no. 2011-HR-08 – *Code of Conduct for all Employees of the Sir Wilfrid Laurier School Board*
- SWLSB By-Law no. BL2009-CA-17– *Code of Ethics & Professional Conduct for Commissioners of the Sir Wilfrid Laurier School Board*
- SWLSB Policy no. 2005-CA-12- *Communication Policy*

#### 4.0 SCOPE

This Policy applies at all times to all SWLSB information users – employees, youth and the adult and vocational sector students, commissioners, consultants, parents, partners, volunteers, suppliers and vendors – who access and/or use SWLSB information assets, regardless of the storage format, the means used to create, access and/or communicate the information, the location from which the information is accessed, saved and/or transmitted, and whether or not the information is managed or owned by the SWLSB or a third party.

#### 5.0 GUIDING PRINCIPLES

The following guiding principles govern the SWLSB's action pertaining to information security:

- 5.1 Develop a full understanding of the information that needs to be protected;
- 5.2 Recognize the importance of this Policy;
- 5.3 Understand that the technological environment for digital and non-digital information assets changes constantly;
- 5.4 Protect information throughout its life cycle (creation, processing, destruction);
- 5.5 Ensure that employees have access only to information that is required to perform their normal duties;
- 5.6 The use of digital and non-digital information assets must be governed by a policy or directive that explains the appropriate procedure to follow and sets out what is permitted and what is not.

## 6.0 AWARENESS AND TRAINING

