



INFORMATION TECHNOLOGY: INFORMATION SECURITY POLICY			
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Policy Type:	Board	Initially Approved:	January 12, 2010
Policy Sponsor:	President and CEO	Last Revised:	October 28, 2020
Primary Contact:	CTS	Review Scheduled:	October 28, 2025
Approver:	Board of Governors		

A. INTENT

The President + CEO shall ensure that sufficient security controls are in place to maintain the confidentiality, integrity and availability of the information assets at Alberta University of the Arts (AUArts). Security controls shall be aligned with AUArts’ business requirements, regulatory requirements and international standards for enterprise security.

B. SCOPE

This policy applies to all authorized users of AUArts’ information, including students, employees, contractors, consultants, suppliers and service providers.

C. POLICY STATEMENT

1. The President + CEO shall ensure that adequate internal processes and procedures are established for the security of AUArts information assets.
2. The President + CEO shall ensure that regular internal and external audits are conducted to ensure that current security safeguards, standards and procedures are effective.
3. The President + CEO shall ensure that an inventory of all information assets is maintained and updated on a regular basis.
4. Information assets shall be classified as ‘Public’, ‘Internal Use–Not Protected’, or ‘Internal Use-Protected’ based on sensitivity to the organization. Appropriate security standards for each level of classification shall be established and implemented.
5. The President + CEO shall establish the approval, authentication and periodic review processes for access to AUArts’ information systems, including remote access.

6. The President + CEO shall ensure that an Information Technology risk management system is implemented and maintained in accordance with the Risk Management Policy.
7. The President + CEO shall establish the procedures for making changes to the collection, storage and maintenance of AUArts' information assets.

D. DEFINITIONS

Information	AUArts data in any form or media, including databases and computer files, which is collected, transmitted, stored or maintained on AUArts' information systems or elsewhere.
Information Systems	AUArts' Information Technology (IT) networks, systems and applications.
Information Assets	Information and information systems.

E. RELATED POLICIES

- Risk Management Policy
- Access to Information and Protection of Privacy Policy
- IT Backup, Retention and Disposal Procedure
- IT Risk Management Procedure
- Information Classification Procedure
- IT Change Management Procedure

F. RELATED LEGISLATION

- Alberta "Freedom of Information and Protection of Privacy" Act

G. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
07/31/2020	Template Update and Content Revisions		Director, CTS	Board of Governors
04/27/2010	Revisions			