

OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the policy of the Board of Governors that breach of College Policies or Procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	Information and Technology Management		
SUBJECT:	Information Management		
POLICY NUMBER:	E3		
CROSS REFERENCE:	A18 Access and Protection of Privacy E1 ITM Governance and Management		
NEW \ REVISED			
Board of Governors	Administrative Services Committee	Academic Council	Common Issues
Date: May 22, 2014	Date: May 12, 2014	Date:	Date:

POLICY STATEMENT

All information users are custodians of both transitory and official information and must manage it throughout its lifecycle. Information must be managed to ensure its integrity, availability and the appropriate levels of confidentiality.

Rationale

Managing information effectively and efficiently through its lifecycle:

- Allows Olds College to achieve its strategies and mandates
- Supports the delivery of curricula, programs and services
- Achieves the information architectural vision for Olds College
- Improves the quality of management decision making
- Complies with legislation, regulations, and contractual requirements
- Protects the integrity of the information and guarantees that it maintains relevance, consistency and accuracy over time and through technological change
- Ensures the access, collection, use, retention and disclosure of information is justified
- Minimizes the redundancy in information collection and retention and ensures it is accurate and reliable for shared access
- Requires that all information is classified and ownership assigned
- Incorporates training needs and communications strategies to improve awareness

Scope

This policy applies to the management of all information regardless of media. This policy does not apply to information conveyed verbally and not recorded

SPECIFIC GUIDELINES

The Olds College Information and Technology Management (ITM) Steering Committee will:

- Assess the institution's data governance maturity using a data governance maturity model.
- Ensure data governance is integrated with institution compliance, risk management and audit functions.
- Review and approve data governance principles and practices.
- Approve data standards.

- Approve well defined, actionable data governance roles and responsibilities, including accountability for data content and ownership of the business purpose for specific content, responsibility for data management functions, and responsibility for ensuring data is of optimal quality for the task at hand.
- Resolve data governance issues as these arise.
- Promote data governance within the institution.
- Monitor effectiveness of data governance using defined success metrics.

The Enterprise Information Management Sponsor (the Chief Information Officer, as defined by the Olds College ITM Control Framework) will review and approve data governance operating processes to:

- Identify and comply with regulatory requirements.
- Administer standards and codes, including those relating to the enterprise data model.
- Support enterprise metadata management.
- Support master data and ERP projects.
- Support and integrate with software development life cycle management.

Relevant Legal Instruments

Acts and Regulations that authorize or influence this policy include, but are not limited to:

- Alberta Evidence Act
- Electronic Transactions Act
- Freedom of Information and Protection of Privacy Act (FOIP)
- Financial Administration Act
- Government Emergency Planning Regulation
- Health Information Act (HIA)
- Historical Resources Act
- Personal Information Protection Act (PIPA)
- Public Service Act
- Records Management Regulation of the Government Organization Act
- Canadian Copyright Act
- Canadian Trademark Act

Related Content

None

Supporting Control Objectives for IT (COBIT) 4.1 Control Processes

DS11 – Manage Data

COBIT 4.1 Control Process Exemptions

None

Measurement

Enterprise Information Taxonomy, Classification, and Ownership Standard
 Information Management and Disposition Standard
 Data Quality Guideline

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

Vice President, Student and Support Services in consultation with the Director, Information Technology.

This policy will be reviewed at least every 5 years.