

DIGITAL SECURITY

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	E. Information and Technology Management
Policy Number:	E02
Approval Date:	May 6, 2020
Effective Date:	May 6, 2020
Policy Owner:	Director, Information Technology
Objective:	The preservation of confidentiality, integrity, and availability of systems and digital information utilized by the Olds College constituents. The Digital Security Policy supports the secure operation and use of Olds College digital assets, systems and, by extension, the overall objectives of the institution. How Olds College protects digital information and systems has a direct impact to the College reputation and brand.
Policy:	Olds College will provide a risk based digital security approach resulting in the rightsizing of college security controls. To provide direction in the digital security area, the College has created a framework of digital security standards, procedures, guidance and baselines.
Definitions:	All directors, employees, contractors, consultants, third party business associates, temporary and other workers at Olds College must adhere to this policy as it applies to the digital information controlled by Olds College; all digital assets owned, leased, managed by Olds College; and all services provided by Olds College, both internally and to clients.
Related Information:	Digital Asset: a collection of non-tangible binary data stored in an electronic format that is self-contained, uniquely identifiable, and has value to the institution. Examples include (but are not limited to) images, photos, videos, files containing text, spreadsheets, slide decks, contact lists, electronic notes, e-mail, databases, logs, etc.
Related Procedures:	E02 Digital Security Procedure
Review Period:	3 years
Revision History:	New: October 1997 Revision: June 2013 Revision: May 2020