



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: Personal & Confidential College Data Encryption

Policy No.	IS-503	Division	Information Systems
Supersedes	n/a	Board Policy Ref.	n/a
Related Procedure	IS-503-PR	Effective Date:	March 30, 2010

1. PURPOSE AND SCOPE

The Newfoundland and Labrador Access to Information and Protection of Privacy Act (ATIPPA) ensures that public bodies such as College of the North Atlantic (CNA) are accountable to the public and sets out the obligation to protect privacy. CNA is therefore obligated to prevent collection, use and disclosure of personal information and confidential college data in a manner that is inconsistent with the ATIPPA. This policy provides guidelines for the proper use of encryption technology to appropriately protect personal and confidential college data when being transported, stored or accessed by employees working outside of the college campus environment.

2. POLICY

It is the policy of the college that all Personal and Confidential college data as defined under the ATIPPA **must** be secured by the use of college provided encrypted storage devices while being transported or stored for work-related access outside of the college campus environment. No personal or confidential college data is to be transported outside the college on any unencrypted computer data storage device such as notebook or personal computers hard drives, PDA memory cards, external hard disk drives, blackberries, cellular phones, digital cameras, USB jump drives, CDs, DVDs, etc. All personal and confidential information stored outside the CNA campus environment must be limited to the minimum necessary to complete the task for which the information is required.

3. PROCEDURE

The Vice-President, Finance and Administration shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History	
Approved by President	March 30, 2010
Next Review	March 2013