



Office of the  
Saskatchewan Information  
and Privacy Commissioner

## HUMAN RESOURCE POLICY

### 2.0 IPC EXPECTATIONS

#### 2.04 INFORMATION TECHNOLOGY RESOURCES

##### **Purpose**

To provide a policy framework that guides IPC employees to maximize the accountable and efficient use of IPC IT resources, and minimize risk to the integrity of IPC Information systems.

To provide a policy framework that maintains the confidentiality of all case file material in accordance with *The Freedom of Information and Protection of Privacy Act* (FOIP) and the Oath of Office prescribed by section 44 of FOIP and section 54 of *The Health Information Protection Act* (HIPA).

##### **Application**

This policy applies to all employees of the Office of the Saskatchewan Information and Privacy Commissioner (IPC) and anyone using IPC resources.

##### **Confidentiality**

All information stored using IPC IT resources belongs to the IPC and may be considered confidential. Appropriate steps must be taken to ensure that confidential information is protected.

Employees must have a requisite 'need-to-know' prior to accessing any information belonging to the IPC.

Employees of the IPC must maintain confidentiality of all case files and other sensitive material in accordance with FOIP, HIPA and the Oath of Office prescribed by section 44 of FOIP.

## Background

The increasing use of information technology has, and continues to, fundamentally change the workplace. The internet, intranets, mobile devices, fax machines and e-mail have transformed data management and communication and employees utilize this valuable resource in many innovative ways.

The networked office has also created the opportunity to access material and use resources in ways that may not be acceptable. Inappropriate use of information technology could expose the IPC to potential embarrassment and undermine public confidence and public sector confidence in the organization. The IPC is committed to ensuring that this valuable resource is not brought into disrepute in the workplace through inappropriate use. Employees are to follow this policy to ensure that their own use of the IPC IT resources is appropriate.

## Policy

Employees of the IPC will follow policies and guidelines to enable reasonable and appropriate usage of information systems, and to perform their jobs in accordance with all applicable laws, regulations and policies. The IPC will periodically redefine and enhance these guidelines and policies.

IPC guidelines and policies which apply to:

- Oath or Affirmation of Office as prescribed by section 44 of FOIP– IPC Human Resource Policy 1.05;
- Confidentiality requirements prescribed by section 46 of FOIP & section 54 of HIPA;
- *IPC Helpful Tips: Mobile Device Security*; and
- *IPC Privacy Breach Guidelines: Tips for Public Bodies/Trustees Dealing with Privacy Breaches*.

As well as IPC policies and guidelines which apply to:

- Standards of Conduct – IPC Human Resource Policy 2.01
- Conflict of Interest – IPC Human Resource Policy 2.02
- Anti-Harassment and Respectful Workplace – IPC Human Resource Policy 2.03
- Performance Improvement – IPC Human Resource Policy 11.01
- Corrective Discipline – IPC Human Resource Policy 11.02

Also applies when employees use the IPC IT infrastructure.

Information in the control of the IPC may be accessed only from equipment provided by the office. This may include, but is not limited to, IPC desktop computers, laptops and or mobile devices. Copying or forwarding such information is expressly prohibited.

No IPC case files, work product or part(s) thereof are to be removed, used or disclosed outside of the IPC for any purpose without the prior permission of the Commissioner, Deputy Commissioner or Director of Corporate Services. The exception is the communication in the course of reviews and investigations with relevant parties by electronic means.

Employees who violate this policy will be subject to disciplinary action.

**Note:** for more information please see IPC Guidelines for Policy 2.04 Information Technology Resources.

### **Authority**

*The Freedom of Information and Protection of Privacy Act, section 43.1*

### **Influencing Sources**

Legislative Assembly Service Human Resource Policy 2.4

The Public Service Commission Information Technology Acceptable Usage Policy 1103

IPC Policy 2.07 Internal Social Media

IPC Guidelines for Policy 2.04 Information Technology Resources