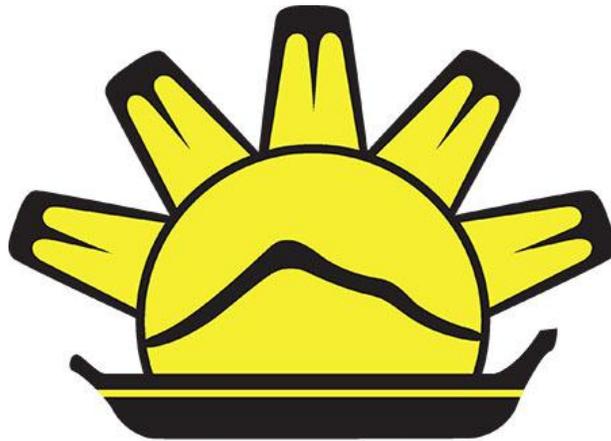


Statement of Policy and Procedure	
BCR #	2016/17-062
File Reference #	FAL-020
Revision Date	December 6, 2016

Malahat Nation

Information Technology Policy

Approved by Council on December 6, 2016



Malahat

1. Policy

The Malahat Nation's information systems will support its operational requirements and have appropriate safeguards and monitoring processes in place to adequately protect the Malahat Nation's information.

2. Purpose

The purpose of this policy is to ensure that information system integrity, specifically as it relates to the financial administration system, is maintained and supports the strategic and operational requirements of the Malahat Nation.

3. Scope

This policy applies to all staff involved in the selection, implementation, operations, or ongoing maintenance of the Malahat Nation's information systems. This includes the Chief Executive Officer, and information technology staff.

4. Definitions

"rollback procedure" means the ability to restore system to previous configuration prior to change, with documented procedures and steps to complete the process.

"Virtual Private Network" means a virtual private network ("VPN") which is a way to use a public telecommunication infrastructure, such as the Internet, to provide remote offices or individual users with secure access to their organization's network.

5. Responsibilities

(1) Council is responsible for:

- (a) Establishing and implementing documented procedures for information technology used by the Malahat Nation in its operations.

(2) The Chief Executive Officer or delegate is responsible for:

- (a) Ensuring that controls are in place over information technology, whether performed by an internal staff member or outsourced to an external organization; and
- (b) Monitoring the performance of internal and/or external information technology professionals.

(3) The information technology professional or delegate is responsible for:

- (a) Maintaining the integrity of information systems within the Malahat Nation.

6. Procedures

Planning and evaluation

- (1) The Council, with the assistance of the Chief Executive Officer and input from information technology staff, will ensure that information systems are developed that support the Malahat Nation's strategic plan and operations.
- (2) When there are no individuals internally with the requisite technical skills to identify information technology requirements or evaluate options, the Chief Executive Officer will seek advice from a qualified external individual or organization.

Outsourcing

- (1) Subject to the Procurement Policy, the Chief Executive Officer or delegate is responsible for the selection of contractors providing information technology services, the definition of services in their contracts, establishing service level agreements and the administration of the contracts.
- (2) Specific items which should be included in the procurement of information technology services and final contract with the chosen provider include:
 - (a) A requirement that outsourced parties are responsible to comply with legal and regulatory requirements, including the protection of confidential and private information;
 - (b) Access by outsourced parties to Malahat Nation information is provided on a 'need to know basis' only.

Data management

- (1) Subject to the Records and Information Policy, data retention allows access to appropriate data to specified personnel where required, depending on the type of data retained.
- (2) Backup drives must be stored in a secure location with access limited to the Chief Executive Officer and limited other staff as appropriate. Ideally, backup drives will be securely stored at an offsite location that is easily accessible to individuals with authorized access.
- (3) Backup drives, depending on the type of data will be retained for a period of time as per Policy 26 Appendix A-Malahat Document Retention Periods before being overwritten or deleted.

Access management

- (1) All individuals requiring access to Malahat Nation information systems will have unique user identification.

- (2) Individuals will be given access privileges to the extent necessary to fulfill their individual job function. When an individual or contractor is terminated or ends employment with the Malahat Nation, their user IDs will be disabled.

Information system security

- (1) Security tools and techniques are implemented to enable restrictions on access to programs and data.
- (2) Security tools and techniques are administered to restrict access to programs and data.

Change management

- (1) All new data structure and modifications to data structure will be tested before implementation.
- (2) All computers, hardware, software and communication systems used for a production environment must employ a documented change control process. The change management process should include the following activities:
 - (a) The data structure is consistent with the needs of the Malahat Nation;
 - (b) Description and rationale for the new network, hardware, communication and systems software change and how it is consistent the needs of the Malahat Nation;
 - (c) An assessment of any risks involved with the change;
 - (d) Approval from the Chief Executive Officer;

Monitoring

- (1) Only approved and authorized programs will be implemented onto Malahat Nation information management systems. Periodic reviews of the workstations and the system will take place to monitor compliance with this requirement.
- (2) Network system performance is monitored on a regular basis.

7. References and Related Authorities

- (1) FMB's Financial Management System Standards
 - (a) Standard 19.8 Information Technology Controls
- (2) FMB's Financial Administration Law Standards
 - (b) Standard 17.6.2 Information Technology Controls

8. Attachments

None