



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: Personal & Confidential College Data Encryption

<b>Procedure No.</b>	IS-503-PR	<b>Division</b>	Information Systems
<b>Supersedes</b>	N/A	<b>Board Policy Ref.</b>	GP-GR-807
<b>Related Policy</b>	IS-503	<b>Effective Date:</b>	November 4, 2016 (R1)

## PROCEDURE

### 1.0 Encryption of Personal & Confidential College Data

All personal & confidential College data as defined under the Access to Information and Protection of Privacy Act, must be encrypted as described in this policy while being transported or stored outside of the college campus environment. All employees, students, contractors or sub-contractors of the college must abide by these procedures.

All academic and administrative managers are responsible for monitoring compliance with this policy.

### 2.0 USB Jump Drives

All personal and confidential college data being transported or stored for access outside of the college campuses must be kept on college owned and encrypted USB Jump drives. The College will determine and make available one of the three following options to enable employees to meet this policy:

- 2.1 Where there are existing jump drives used to store personal & confidential College data, the college will supply and install appropriate encryption software for employees use.
- 2.2 Local campus Information Technology support employees are responsible to provide and install appropriate college approved encryption software as required.

- 2.3 All new jump drives will be procured via the college internal standing offer and will be supplied with the appropriate college approved encryption software.
- 2.4 Employees who transport or store personal & confidential college data in a manner inconsistent with this policy will be subject to disciplinary action by the college.

### 3.0 Personal Information

“Personal information” refers to recorded information about an identifiable individual including:

- The individual’s name, address, telephone number, personal email address, photograph, or digital image;
- The individual’s race, nationality or ethnic origin, color, or religious or political beliefs or associations;
- The individual’s age, sex, sexual orientation, marital status or family status;
- An identifying number, symbol or other particular assigned to the individual; for example, MCP, social insurance, employee or student number;
- The individual’s fingerprints, blood type or inheritable characteristics;
- Information about the individual’s health care status or history, including a physical or mental disability;
- Information about the individual’s educational, financial, criminal or employment status or history;
- Opinions about the individual by another person; and
- The individual’s personal views or opinions.

### 4.0 Confidential College Information

Confidential College information refers to any of the following:

- Information whose disclosure would be harmful to individual or public safety;
- Third party business information or trade secrets, including commercial, financial, scientific, technical or labour relations information, supplied explicitly or implicitly in confidence and whose disclosure would be expected to significantly harm the third party;
- Information whose disclosure would reveal information supplied, explicitly or implicitly, in confidence;
- Information whose disclosure would reveal local public body confidences;
- Information whose disclosure would reveal advice from officials (which could include program or outcome evaluations);

- Information whose disclosures would be harmful to the economic and other interests of College of the North Atlantic or College of the North Atlantic-Qatar;
- Information relating to testing or auditing procedures or techniques or details of specific tests to be given or audits to be conducted; and
- Information that is subject to any type of legal privilege, including solicitor-client privilege.

Approval History	
Approved by President	March 30, 2010
Revision 1	November 4, 2016