COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: ELECTRONIC INFORMATION SYSTEMS -- USE

Policy No.	IS-501	**Division**	Information Systems
Related Procedure	IS-501-PR	**Board Policy Ref.**	GP-GR-807, GP-A-104 & GP-RR-904
Related Policy	IS-502 & IS-504	**Effective Date**	November 4, 2016 (R1)

1.   PURPOSE AND SCOPE

A major component of the College's infrastructure is its information system--a vast inventory of computer hardware, software, and network designed to serve as administrative tools in the running of the College and to serve as a critical laboratory resource in the delivery of programs and courses. This policy provides guidelines for the use of this major resource and is intended to apply to all CNA employees, contractors, subcontractors, volunteers and students.

2.   POLICY

It is the policy of the College that all electronic information systems - hardware, software, network, etc. owned and/or leased by the College will be used for College-related activities only and all intellectual property obligations be respected by all users including employees, contractors, subcontractors, volunteers and students.

CNA maintains custody and control of the electronic information system and all files stored on it. As the College is a public body, the system and files are therefore searchable under the Access to Information and Protection of Privacy Act (ATIPPA), 2015. Employees, contractors, subcontractors, volunteers and students using the College's electronic information systems must not have any expectation of privacy in the files stored on the system.

3.   PROCEDURE

The Vice President Corporate Services and Chief Operating Officer shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History	
Approved by President	April 20, 1998
Reviewed	October 8, 1999
Reviewed	March 20, 2000
Reviewed	November 20, 2000
Reviewed	April 22, 2008
Revision 1	November 4, 2016