



Policy Title: Information Management and Computer Resources
Policy-Office of the Councillors
Policy Number: PAC011
Report Number:
Approved by: PAC (Formerly NAP)
Effective Date: 1992 February 18
Business Unit: Office of the Councillors

BACKGROUND

The Coordinating Committee of the Councillors Office considers data and information of the Office of the Councillors a resource and therefore supports and endorses the Information Management policies of The City of Calgary. The Committee recognizes that, due to the unique character of the Office of the Councillors, confusion may arise as to the application of The City's policies to the Office of the Councillors.

At its meeting 1992 February 18, the Accountability, Priorities and Agenda Committee adopted the following policy.

1. DEFINITIONS

a. Data

A general term used to denote any or all facts, numbers, letters, and symbols that refer to or describe an object, idea, condition, situation, or other factors in a computerized or non-computerized form.

b. Data User

Any person or group of persons with the ability to retrieve any item of data and use it for normal business purposes.

c. Data Steward

An appointed senior management person who is responsible for overall control of data created or originating in the Office of the Councillors by specifying who may access the data and how it may be used.



2. CLASSIFICATION OF DATA

1. Vital Data

Data is classified as "vital" if loss or improper modification would severely impact the operations of The City.

2. Public Use Data

Public Use Data is any data that may be released outside The City under existing authority or in the normal course of doing business to any corporation or individual without consequence to The City or its employees.

3. Non-Public Use Data

Non-public Use Data (sensitive data) is any data that may not be freely made public because, for example, it may cause financial loss to The City or it can be used for gain through unauthorized use or disclosure. There are three categories of Non-Public Use Data.

- i) **Restricted Data** - data that must have authorization by the Chairman, Coordinating Committee of the Councillors Office for employee access and maintenance. (I.e. Office Payroll and Personnel records).
- ii) **Confidential Data** - only employees authorized by the responsible Data Steward may be allowed access and maintenance.
- iii) **Internal Use Data** - only employees and authorized persons such as consultants under contract by The City or government agencies may be allowed access and maintenance.

PURPOSE

The purpose of this policy is to clarify the manner in which The City's policies apply to the Office of the Councillors in regards to using and managing data and information of the Office of the Councillors provided under the Information Management policies of The City of Calgary.



POLICY

3. POLICY

a. General

While Members of Council are in possession of vital data, they are not custodians of vital data. Councillors and Assistants are not directly responsible for the maintenance of vital data. Certain key staff members are, however, responsible for vital data in the form of payroll and financial information.

A large amount of non-public use data (sensitive data) is handled by Councillors, Assistants, and staff. In this respect, the following responsibilities apply:

b. Councillors

All data received by a Councillor is owned by the Councillor receiving the data and is to be maintained in a manner consistent with the Ethical Conduct Policy for Members of Council. Stewardship resides in the Councillor.

c. Assistants

All data is owned by the Councillor in whose employ the Assistant is held. It is the employing Councillor's responsibility to ensure that their Assistant(s) administer and maintain data in a manner consistent with the Ethical Conduct Policy for Members of Council. The use of data by Assistants is also governed by the employment agreement required by Council for use of Councillors and Assistants. Stewardship resides in the employing Councillor.

d. Staff

In the case of City staff employed by the Office of the Councillors, all data is owned by The City or the Councillor and is to be maintained and administered in a manner which promotes its use only for bona fide business purposes and prevents the misuse or loss of data. Employees must treat data as an asset and ensure there are proper business controls for the management of data. Stewardship for data originating in the Office of the Councillors resides in the Manager, Office of the Councillors, or in the case of data originated by a Councillor or his Assistant, with the Councillor.



4. ADMINISTRATION

Councillors are responsible for informing staff of the confidentiality of information. All staff who handles information are responsible for maintaining its assigned level of confidentiality.

5. COMPUTER RESOURCES

a. Security

1) Mainframe

Councillors, Assistants and staff have access to The City's mainframe computers, production and timesharing. Data security in this regard is handled by IT and is considered adequate.

2) Personal Computers

Office of the Councillors staff has access to personal computers. The units are used for textual correspondence of non-vital information. It is the users' responsibility to ensure the unit is locked during non-business hours. This is considered adequate security given the nature of the data stored therein.

b. Integrity of Data

1) Councillors and Assistants

As Councillors are not required to modify, update or maintain data on behalf of The City, they are likewise not responsible for the correctness or accuracy of the data passed to them and may record it on computer as they choose. On the other hand, Councillors, or their Assistants acting on their behalf, may originate data for their own purposes. To the extent that they or their Assistant originate data, the Councillor is responsible for the integrity of the data.



2) Staff

Computing performed by Office of the Councillors staff is limited to production of textual information at the request of Councillors or updating financial and accounting information stored on The City's mainframe on programs supported by IT.

It is expected that a Councillor making a request of staff for textual processing will ensure that the product is correct and accurate to the extent required for his/her purposes.

The Manager, Office of the Councillors, is responsible for data integrity as it relates to the updating of financial and accounting records of the Office of the Councillors stored on The City's mainframe computer.

6. DATA STEWARD RESPONSIBILITIES

- a. Classifying data owned by the Office of the Councillors into categories as specified in section 3 above.
- b. Maintain an inventory of data owned by the Office of the Councillors.
- c. Specify data controls and security requirements in relation to data handled by staff.
- d. Authorize data users to access data owned by the Office of the Councillors.
- e. Periodically certify data integrity where applicable.
- f. Ensure that contingency plans exist for all important data processing assets and that the plans are cost effective, maintained in a current state, and periodically tested.
- g. Monitor compliance with this policy and periodically review control and classification decisions.
- h. Ensuring all security violations are reported to the DPSD Security Section.
- i. Co-operating with DPSD security to investigate breaches of security when detected.



7. MISUSE OF PROPERTY AND INFORMATION

Use of civic property for other than civic purposes may be construed as theft and may result in disciplinary action.

Office of the Councillors staff are reminded that misuse of data, especially for personal gain, will be regarded the same as any other type of theft or fraud.

In this respect, Councillors, and, through their supervision, their Assistants are governed by the Ethical Conduct Policy for Members of Council.

PROCEDURE

City technology resources, data and information of the Office of the Councillors must be managed and used only for their intended purpose, as described in the guidelines and responsibilities related to this Policy.

AMENDMENTS

2013 October 21 - Bylaw 40M2011 Discontinue the use of the title "Alderman" in favour of the title "Councillor"