

<b>POLICY NO:</b>	AD 012
<b>POLICY TITLE:</b>	TECHNOLOGY ACCESS BY USERS
<b>DEPARTMENT:</b>	ADMINISTRATION
<b>APPROVAL DATE:</b>	14-12-06 (December 12, 2006)
<b>REVISION DATE:</b>	
<b>REVIEW DATE:</b>	

**Policy Statement:**

The County of Vermilion River No. 24 uses technology in order to facilitate tasks for municipal operations, provide safer working conditions and therefore wishes to implement guidelines to safeguard County data and resources.

**Background:**

1. Policy AD 011 outlines all security measures and procedures that must be complied with when technology is used for County operations whether it is owned by the County or the User
2. Policy SA 008 outlines Work Alone strategies including the use of cell phones

**Definitions:**

1. **Technology** – land or cell phones / computers / networks and associated programs / software, internet
2. **Users** – County council, employees and contractors who have been given access to specific County technology and data for a specific period of time
3. **Personal use** – outgoing calls identified by the supervisor of the user through a spike analysis review of the monthly billing or any calls identified by the user

**Guidelines:**

1. The County Administrator and / or the Manager of a department will determine users and budget accordingly for this technology.
2. Employees who given access to County technology and therefore County data will we required to sign a confidentiality agreement and a record of access form acknowledging responsibility for and accepting the guidelines of this policy
3. Technology tools may be owned by the County or Users depending on the volume of use, efficiencies, and benefits obtained with a single point of contact and economy of reimbursement costs requested.

4. If technology is owned by the County:
  - a. it must be returned to the County immediately upon termination of user employment or the contract period in proper working order unless the need for repairs were reported previous to notice of termination of employment
  - b. personal use of the technology shall be identified and reimbursement provided within 15 calendar days after the invoice for the service is reviewed by the County
5. If technology is owned by the User:
  - a. at the termination of employment or the contract period access to the County systems shall be cancelled
  - b. at the termination of employment or the contract period all County data will be removed from privately owned technology
  - c. any specific software or capital costs paid for by the County shall be removed or reimbursed to the County (prorated over the life of the tool)

**Implementation:**

1. Confidentiality Agreement and Acknowledgement Form to be developed
2. Standard Operating Procedures are to be developed related to this policy
3. Monitoring and Security tools / procedures will be researched / updated periodically
4. This policy will be part of the Hiring Package / Contractor Agreement provided before they commence work for the County