# INFORMATION TECHNOLOGY AND MANAGEMENT

First Nations FINANCIAL MANAGEMENT BOARD



# KEY LEARNING OBJECTIVES

#### Information Technology

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#### **Records Management**

### **Privacy Policy Guidelines**

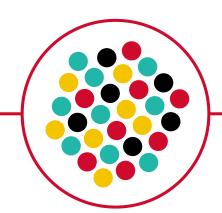


## INFORMATION TECHNOLOGY

### WHY IS INFORMATION SYSTEM SECURITY IMPORTANT?



Safeguard a Nation's technology assets



Enables a Nation to deliver reliable programs and services Protects a Nation's data



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No shared passwords

### HOW TO SECURE YOUR INFORMATION SYSTEM

Perform regular system backup

Install antivirus program and firewall

Grant appropriate system access

Use caution with email attachments and links

Secure computers







What security measures should a Information Technology policy include?

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Use of generic email services

Physical and data security for laptops and other mobile devices



## PERSONAL INFORMATION MANAGEMENT

#### WHAT IS PERSONAL INFORMATION?

Personal information is *any* information, factual or subjective, about an identifiable individual

FMS Information Privacy Requirements







#### **EXAMPLES OF PERSONAL INFORMATION**



Home address and phone number



Age and date of birth



National or ethnic origin



Information on financial transactions



Social Insurance Number



Medical, criminal or employment history

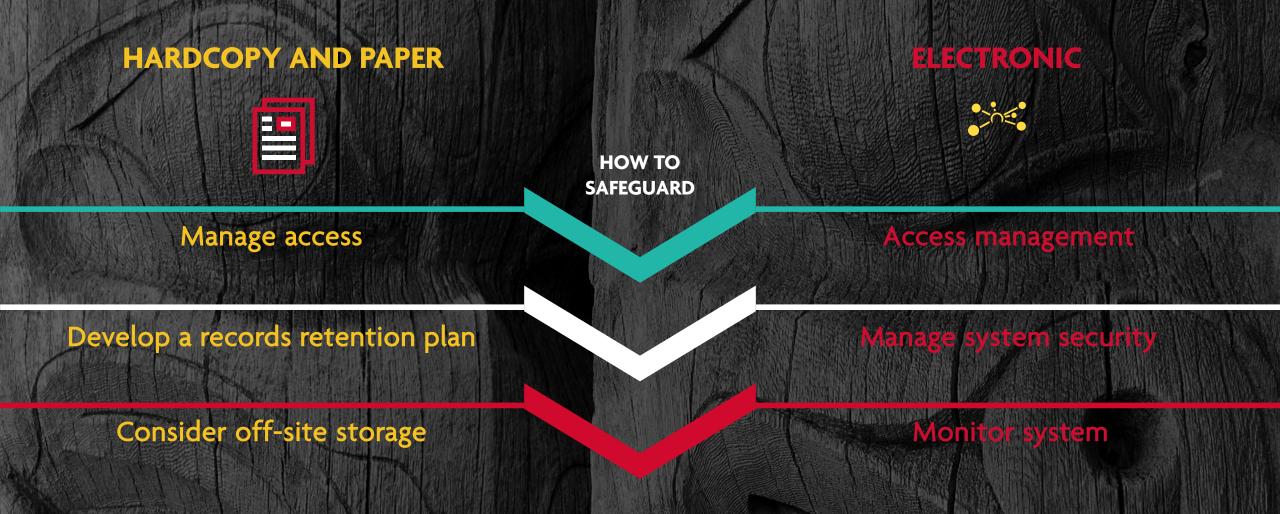


### RECORDS MANAGEMENT





### **RECORDS SECURITY**





## PRIVACY PROGRAM GUIDELINES

### WHOSE RESPONSIBILITY IS IT?

Council, employees, contractors and volunteers of a Nation have an obligation to protect and safeguard personal information. Chief and Council

Employees, contractors and volunteers

Information Privacy Designate





### PERSONAL INFORMATION PROTECTION

Personal information protection is achieved through:

Good policies

Oath of confidentiality

Personal Information Protection and Electronic Documents Act

Continuous training on processes





### **FMB SAMPLE POLICIES**



### PURPOSE, CONSENT AND COLLECTION

The Nation needs to collect information from individuals to properly provide their services & programs. Permission to collect personal information for that intended purpose must be communicated Was the purpose explained?

Was consent provided? How was it provided? Only collect required information



# Setting up a structure for accessibility is important to ensure proper authorization

### ACCESSIBILITY

What technology measures are in place to ensure proper record authorization?

Are the records available to the correct affected parties? Example: availability of policies



### **USE, DISCLOSURE AND RETENTION**

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A Nation must have in place good record management practices to ensure the personal information is accurate, retained, accessible, safeguarded, and disposed of What safeguards are in place to protect the information? Is responsibility assigned?

Are staff and members aware of personal information management? Are there policies & procedures for record management?





### **ACCURACY AND OPENNESS**

A Nation must take reasonable steps to make sure personal information is accurate

- How should information be corrected?
- How easy is it for the Nation's policies and practices to be accessed and communicated?



### SAFEGUARDS

Staff and members should be confident that information is kept confidential through appropriate measures







# **KEYS TO SUCCESS**



Establish and implement policy and procedures

Regular monitor and improvement





Continuous training



# QUESTIONS? Let's chat.

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