

INFORMATION TECHNOLOGY AND MANAGEMENT





KEY LEARNING OBJECTIVES



Information Technology



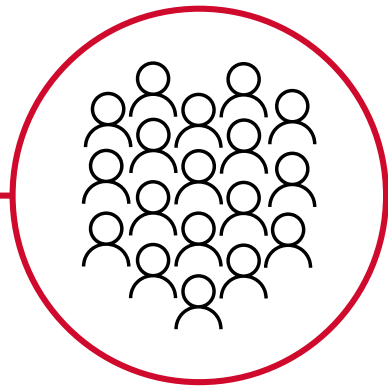
Records Management



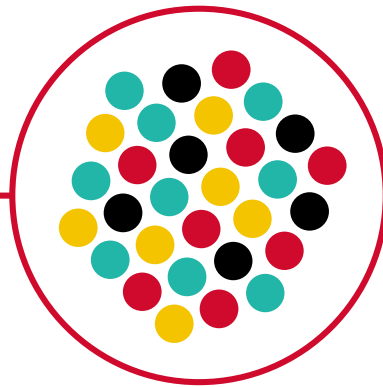
Privacy Policy Guidelines

**INFORMATION
TECHNOLOGY**

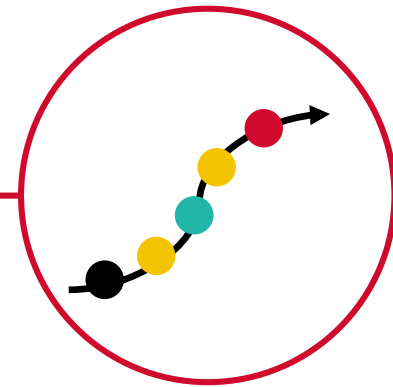
WHY IS INFORMATION SYSTEM SECURITY IMPORTANT?



Safeguard a Nation's
technology assets



Enables a Nation to deliver
reliable programs and
services



Protects a Nation's data

HOW TO SECURE YOUR INFORMATION SYSTEM

- No shared passwords
- Perform regular system backup
- Install antivirus program and firewall
- Grant appropriate system access
- Use caution with email attachments and links
- Secure computers



SYSTEM SECURITY CONSIDERATIONS



What security measures should a
Information Technology policy
include?



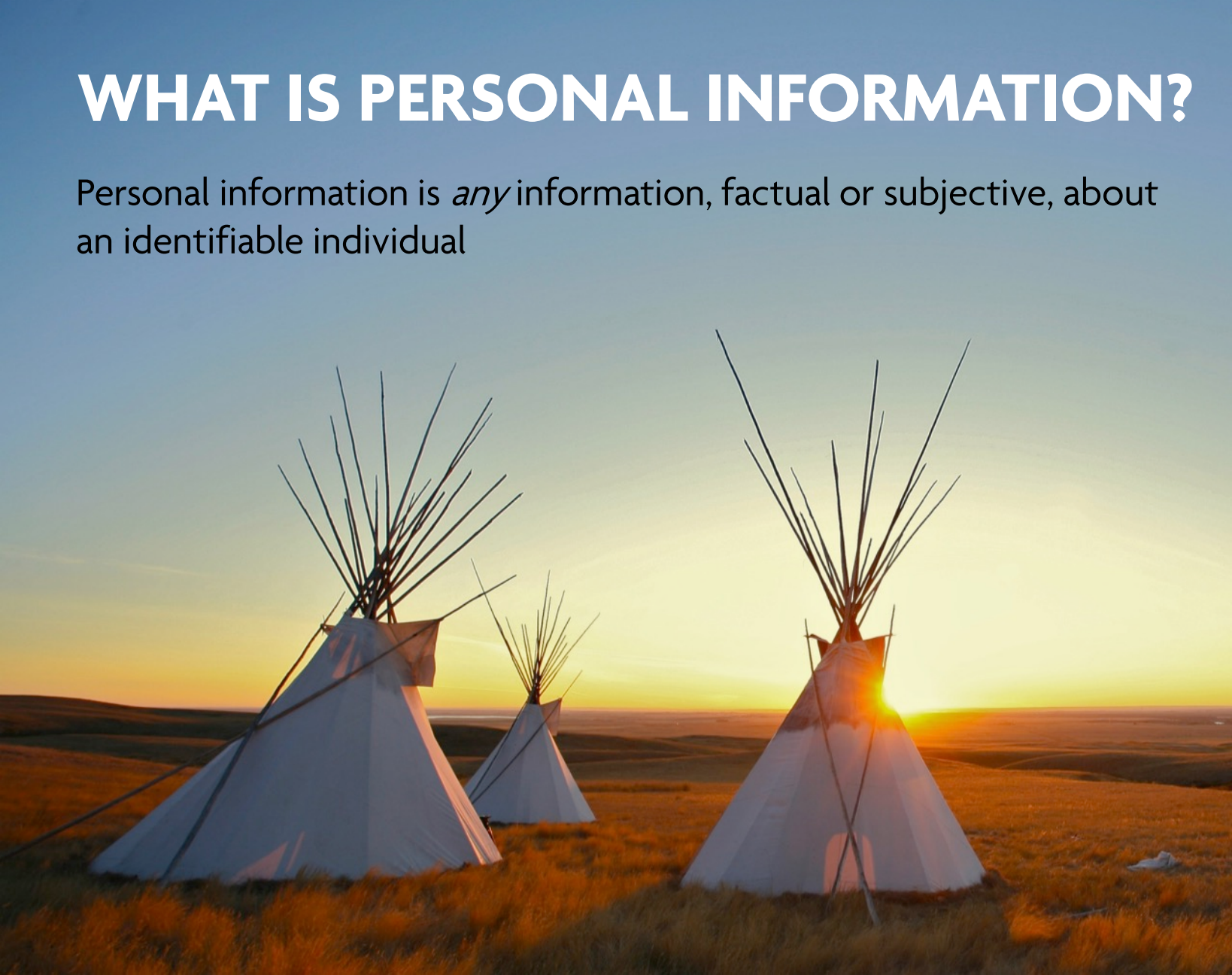
Use of generic email
services

Physical and data security for
laptops and other mobile devices

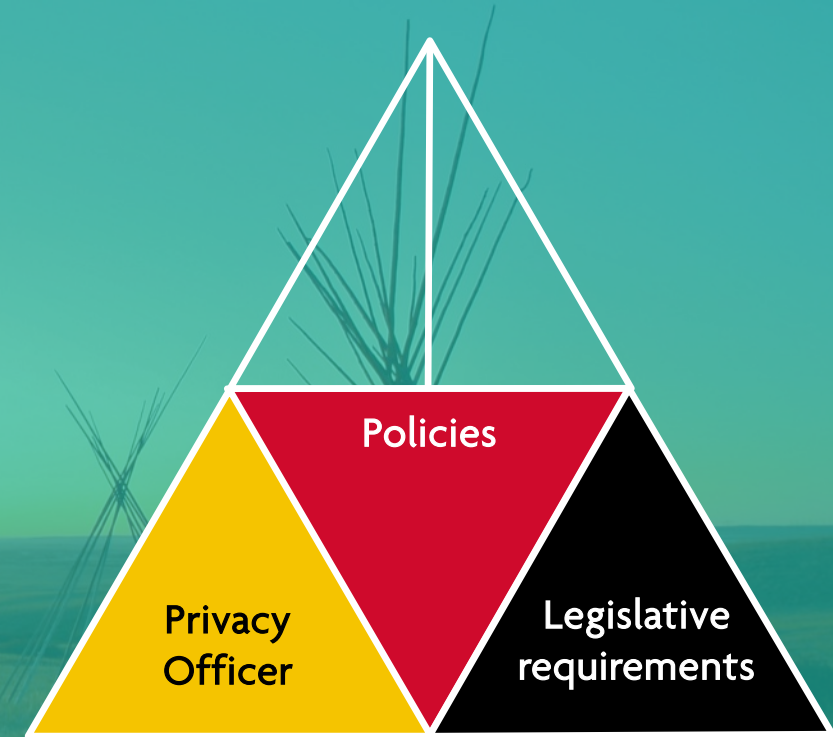
**PERSONAL
INFORMATION
MANAGEMENT**

WHAT IS PERSONAL INFORMATION?

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



FMS Information Privacy Requirements





EXAMPLES OF PERSONAL INFORMATION

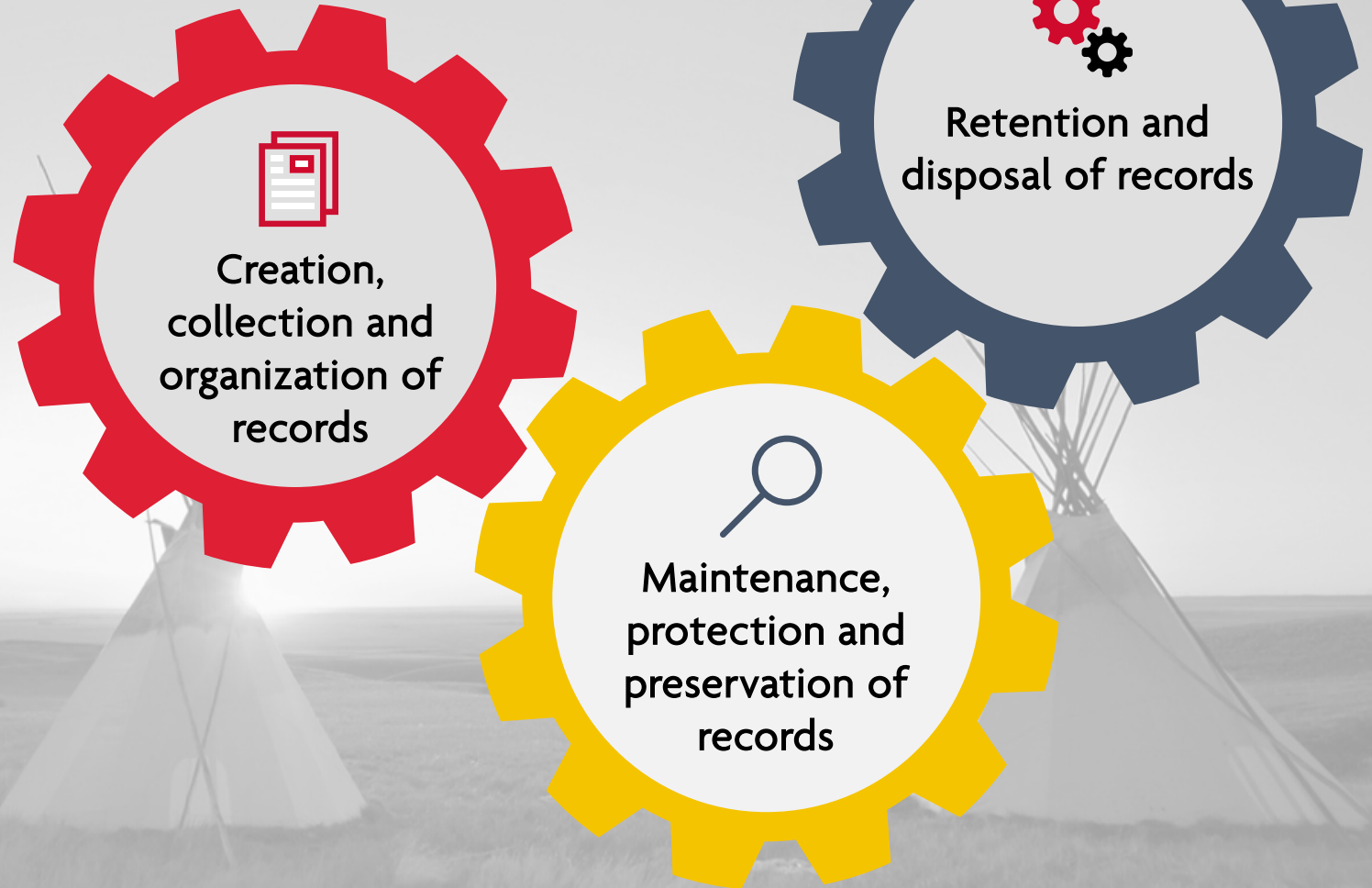
-  Home address and phone number
-  Age and date of birth
-  National or ethnic origin
-  Information on financial transactions
-  Social Insurance Number
-  Medical, criminal or employment history

**RECORDS
MANAGEMENT**



FMS REQUIREMENTS

Policy required in regards to:



RECORDS SECURITY

HARDCOPY AND PAPER



ELECTRONIC



HOW TO SAFEGUARD

Manage access

Access management

Develop a records retention plan

Manage system security

Consider off-site storage

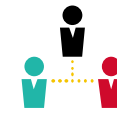
Monitor system

A red circular wooden sign with a teal center, featuring stylized Indigenous art on a dark wooden background. The sign is mounted on a dark wooden wall. The teal center contains the text "PRIVACY PROGRAM GUIDELINES" in white, bold, sans-serif capital letters. The red ring of the sign is made of horizontal wooden planks. On either side of the sign, there is a stylized Indigenous design in red, black, and white, resembling a traditional Indigenous motif. The background is a dark wooden wall with horizontal planks.

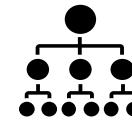
**PRIVACY
PROGRAM
GUIDELINES**

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

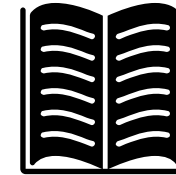
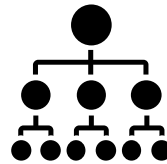
**PURPOSE,
CONSENT, AND
COLLECTION**

ACCESSIBILITY

**USE,
DISCLOSURE,
AND RETENTION**

**ACCURACY
AND
OPENNESS**

SAFEGUARDS



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?

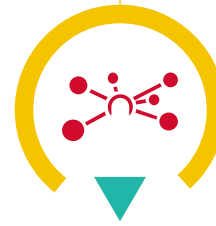
Was consent
provided? How
was it provided?

Only collect
required
information

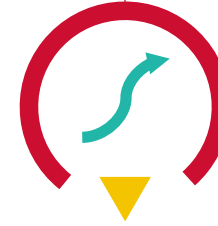


Setting up a structure for accessibility is important to ensure proper authorization

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



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?



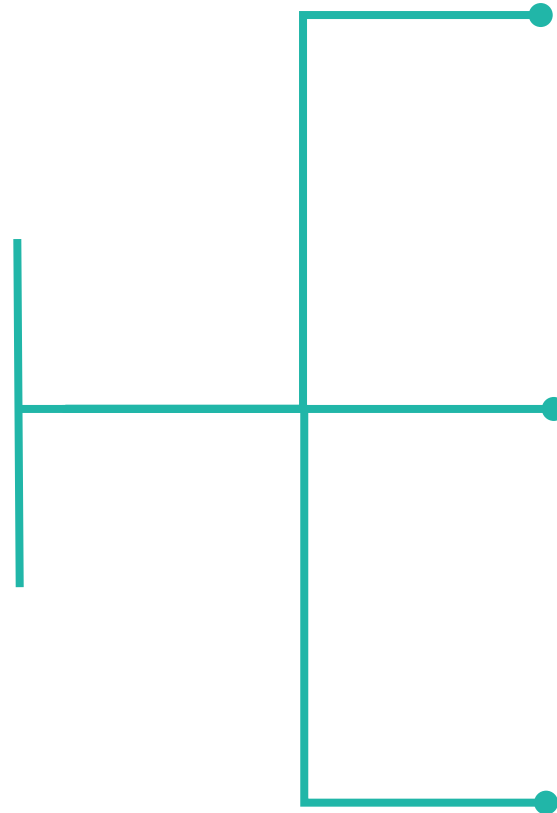
ACCURACY AND OPENNESS

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



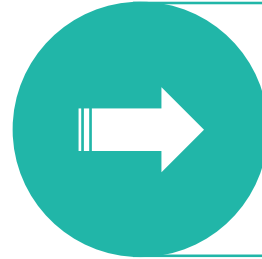
What types of safeguards are in place?

What is the process to address privacy breach?

Is everyone aware of the policy and procedures?



KEYS TO SUCCESS



Establish and implement policy and procedures

Regular monitor and improvement



Continuous training

A glowing orange teepee stands in a snowy landscape under a starry night sky. A vibrant green aurora borealis is visible in the background, illuminating the scene. The teepee is lit from within, casting a warm glow. The background features a dense line of dark evergreen trees.

QUESTIONS? Let's chat.

First Nations Financial Management Board

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