



Information Security

Policy No.: CS-IT-10	Council Resolution No.: 395/2020
Department: Information Technology	Authority: Council
Effective Date: September 28, 2020	Revision Date:
Review Date: September 2023	Repealed Date:
Supersedes: N/A	
Related Procedure No.: CS-IT-10	
Related Procedure Name: Information Security Procedure	

Purpose

This Policy serves to protect the Town from a cyber-breach, unauthorized access, modification or damage, corruption, and disruption of critical services.

Policy Statement

- 1) This Information Security Policy applies to all business processes and data, information systems and components, personnel, and physical areas of the Town.
- 2) The objectives of this policy are to ensure the security of the Town's assets, primarily information assets:
 - a. To ensure that assets are available as and when required hence adhering to the Town's business objectives.
 - b. To protect assets from unauthorized or accidental modification ensuring the accuracy and completeness of the Town's assets.
 - c. To protect assets against unauthorized disclosure.
- 3) Information security awareness training will be included in the staff onboarding process.
- 4) Only authorized personnel who have a business need will be given access to restricted areas containing information systems.
- 5) Access to data, system utilities and program source libraries will be controlled and restricted to authorized users who have a business need to use the applications.



- 6) In order to minimize loss of, or damage to, all assets, equipment will be physically protected from security threats and environmental hazards.
- 7) All security incidents and weaknesses are to be reported. All security incidents will be investigated to establish their cause, operational impact, and business outcome.
- 8) The Town will use software countermeasures and management procedures to protect itself against the threat of malicious software.
- 9) The Town will ensure that disaster recovery plan is produced for all critical information, applications, systems and networks.
- 10) All Town business should be communicated through the Town's official communication tools (Email, Cell Phone, VOIP System, and Intranet).
- 11) Appropriate procedures will be implemented to ensure compliance with legislative, regulatory and contractual requirements.
- 12) Information Security plan will be reviewed and, where applicable, revised on an annual basis. Upon completion of plan revision, updated plans will be distributed to key stakeholders.
- 13) Violations of this policy will be treated like other allegations of wrongdoing at the Town.
- 14) Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

Additional References

N/A



MAYOR

Oct 7, 2020
DATE



CHIEF ADMINISTRATIVE OFFICER

Oct. 5/2020
DATE

