

EDMONTON

ADMINISTRATIVE DIRECTIVE



TITLE

PROTECTION OF MOBILE SENSITIVE DATA

NUMBER

A1444

DELEGATED AUTHORITY

*FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY ACT (FOIP)
S38*

DEPARTMENT

OFFICE OF THE CITY MANAGER

STATEMENT

Personal Information contained on laptop computers or similar portable devices, hereinafter called Mobile Data Storage, could expose those affected individuals to fraud. Those individuals have a legislated right to information privacy and to have their information protected by reasonable safeguards against the risk of unauthorized access and Disclosure.

PURPOSE

The purpose of this directive is to clarify responsibility and establish guidelines for Employees to protect Mobile Data Storage from loss or theft, including protecting any Sensitive Data which might be stored there.

APPLICATION

PROCEDURE

This directive applies to all Employees reporting to the City Manager and applies at all times. This also applies to all Employees in the Office of the City Auditor.

LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES

Municipal Government Act
Code of Conduct Directive A1100C
Privacy Directive A1433A
Corporate Records and Information
Management Directive A1410B

Freedom of Information and Protection of Privacy Act
Acceptable Use of Communication Technology A1429B
Discipline of City Employees Directive A1102

APPROVED:

DATE: MAY 24, 2007

PAGE 1 OF 1

Handwritten signature of A. Maurice.