

## **SECTION 5**

### **TERMS AND CONDITIONS OF EMPLOYMENT**

#### **5.06 IT SECURITY AND ELECTRONIC DEVICES**

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## **1. PURPOSE**

1.01 The purpose of this policy is to provide information on government's security policies and practices.

## **2. APPLICATION**

2.01 This policy applies to all employees, anyone under contract to the government or anyone having access to the computer network(s).

## **3. POLICY**

3.01 Computer Resources (including those transported and/or used outside the office) contain client and personal information whose confidentiality, integrity and availability must be preserved and protected at all times.

3.02 All employees who have been granted access to these resources must read and understand the IT Security Handbook (Attachment 4.01).

3.02 All employees must have a working knowledge of the Government Information Security Policy (Attachment 4.02).

3.03 All employees, or external users, must also read and sign the Acceptable Use Policy at the time they receive access to these resources. This signed document is then given to the Human Resource Manager for their Department (or designate) and kept on file (Attachments 4.03 or 4.04).

## **4. ATTACHMENTS**

4.01 Information Security Guide for Employees

4.02 Government Information Security Policy

4.03 Internal Acceptable Use Policy

4.04 External Acceptable Use Policy