

Department: Corporate Services	Section: Information Management & Technology - IT
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IT-01 Information Management & Technology

Policy Statement

Leduc County is invested in providing digital assets, infrastructure, information, and support for its employees and Council to enable them to work efficiently, effectively, and securely in provision of the County's strategies and operational plan goals.

Definitions

- Digital Assets includes any content stored digitally (i.e. powerpoint, excel, word, pdf, audio files, video, text, and maps)
- Infrastructure are assets including the facilities, network, telephony, servers, printers, computers, laptops, tablets, firewalls, smartphones, software, etc.
- Information are the data components necessary for dissemination, decision making, and compliance. Such data includes but is not limited to geospatial datasets, electronic files, and paper records.
- Support includes any resource within the Information Technology, Records, or GIS functions.
- Employee means any person directly employed by Leduc County.
- Council includes all Leduc County Council members.
- Strategies and Goals are the County's strategic priorities and related activities as set in the strategic plan.
- IMT is the Information Management & Technology section of Corporate Services

Policy Standards

- (a) The vision, mission and values of the organization shall be integrated into all Information Management & Technology practices.
- (b) Leduc County shall meet or exceed all legal and ethical responsibilities and ensure privacy and confidentiality of all information and digital assets.
- (c) Leduc County will follow a framework that is inclusive of best practice governance standards and guidelines. The framework and related administrative procedures must include aspects related to security, privacy, business continuity, device management, systems administration, and information management.
- (d) Leduc County shall meet or exceed all the objectives of the IMT strategic and operational plans including:
 - a. Reporting and Transparency - IMT has reporting policies and procedures that are transparent and easily understood
 - b. Citizen Self Service - County information is widely accessible and available to citizens

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- c. Supportive to Projects - IMT is focused on providing value through enhancing projects to the organization
- d. Financial Openness – IMT maximizes the effectiveness of financial investments
- e. Strategically enabled IT – IMT will continue to mature and provide strategic value across the County
- f. Tools and Process Improvement - Collaborating with IMT is simple and seamless throughout the County
- g. Detailed Planning and Governance – IMT is able to plan effectively as they understand the potential planning opportunities and can select the opportunities that align best with organizational need
- h. Improved Technical Security - County staff and Council are aware of the likelihood and impact of cybersecurity risks

Policy Authority

Legislative and policy implications

- (a) The Information Management & Technology Policy shall consider and incorporate all legal and legislative requirements under the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other relevant legislation.

Policy Responsibilities

1. Council Responsibilities

Council shall:

- approve the Information Management & Technology Policy;
- review this policy at a minimum of once every four years to ensure that the policy complies with all relevant legislation, municipal policies and the spirit and intent of Information Management & Technology Policy; and
- promote and support the Information Management & Technology Policy.

2. Administration Responsibilities

The County Manager or designate shall:

- direct Administration to develop the necessary administrative procedures to implement this policy; and
- approve those administrative procedures.

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Information Management & Technology shall:

- ensure compliance with all legislated requirements; and
- provide and maintain the administrative procedures needed to support the policy framework.
- deliver services, support, and initiatives according to the IT Strategic Plan and associated policies and procedures.

Monitoring & Updating

- (a) This policy shall be available for public inspection and will be posted on Leduc County’s website.
- (b) This policy shall be reviewed at least once every four years.

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