

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

Council means the duly elected council of Leduc County.

Digital assets means any content stored digitally (i.e. powerpoint, excel, word, pdf, audio files, video, text and maps).

Employee means any person directly employed by Leduc County.

IMT means the Information Management and Technology service area of Corporate Services.

Infrastructure means assets including the network, telephone, servers, printers, computers, laptops, tablets, firewalls, smartphones, software, etc.

Information means 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.

Strategies and goals means the County’s strategic priorities and related activities as set in the strategic plan.

Support means any resource within the information technology, records, or GIS functions.

Administrative directive means an official or authoritative instruction, involving the management or guidance of operations.

Policy authority

The Information Management and Technology policy shall consider and incorporate all legal and legislative requirements under the *Municipal Government Act*, the *Personal Information and Protection Act*, the *Freedom of Information and Protection of Privacy Act*, and any other relevant legislation.

Policy standards

1. The vision, mission and values of the organization shall be integrated into all Information Management and Technology practices.
2. Leduc County shall meet all legal and ethical responsibilities and protect privacy and confidentiality of all information and digital assets.
3. Leduc County will follow a framework that is inclusive of best practice governance standards and guidelines. The framework and related administrative directives must include aspects related to security, privacy, business continuity, device management, systems administration, and information management.
4. Leduc County will utilize digital platforms to provide accessible and available information to residents.
5. Leduc County will mitigate cybersecurity risk through staff and Council training and awareness and implementation of technology platforms to protect its digital assets.

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6. Leduc County shall maintain a 5-year IMT strategic plan to guide the County in its planning, procurement, implementation and management of IMT.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Information Management and Technology Policy.

Administration responsibilities:

The County Manager or designate will,

- Direct administration to develop the necessary administrative directives and procedures to implement this policy.
- Approve those administrative directives.

Information Management and Technology will,

- Maintain compliance with all legislated requirements.
- Provide and maintain the administrative directives which support the policy framework.
- Deliver services, support, and initiatives according to the IT Strategic Plan and associated directives.

Monitoring and updating

- This policy will be posted on Leduc County’s website.
- This policy will be reviewed at least once every four years.

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