

PROTECTING COLLEGE INFORMATION WHEN WORKING OFF CAMPUS PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Human Resources
Parent Policy:	Code of Conduct Policy
Approval Date:	June 29, 2015
Effective Date:	July 1, 2015
Procedure Owner:	Vice President, People
Procedure Administrator:	Senior Manager, Talent

Overview:

The purpose of this procedure is to set out how NorQuest College (college) employees are to protect college information, whether in paper or electronic format, when working away from the college.

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No.5](#), which delegates authority to the President to establish policies and procedures for the College's management and operation.

Procedures:

In the course of performing their duties, college employees may be required to work away from college premises. This may include:

- transporting records, paper or electronic, by car, bus, airplane,
- working from home,
- attending to college business at other institutions, or remote locations such as hotels, restaurants, conferences, and
- using portable devices like laptops, USB sticks, tablets, etc.

Removing Records from the College

- Employees should only remove records from the college when it is absolutely necessary for the purpose of carrying out their job duties. If possible only copies should be removed, with the originals left at the college.
- A sign out sheet that includes the employee's name, a description of the record and the date of removal should be utilized whenever possible within the Division.

Paper Records

- When paper records are removed from the college, they should be securely package in folders, carried in a locked briefcase or sealed box, and kept under the constant control of the employee while in transit.
- When traveling by car, paper records should always be locked in the trunk.
- Paper records should not be opened or reviewed while travelling on public transportation.
- When working at home records should be stored in a locked filing cabinet or desk drawer when not being used.
- When working at other locations outside the college, paper records should be kept under the constant control of the employee, including during meals and other breaks. If this is not possible the records should be temporarily stored in a secured location, such as a locked room or desk drawer.

Electronic Records

- Electronic records should be stored using a password protected and encrypted portable memory device (portable memory stick) or on an encrypted and password protected computing device.
- The portable memory or computing device should be kept under the constant control of the employee while in transit
- When working from home the portable memory or computing device should be locked in a filing cabinet or desk drawer when not being used.
- When working at other locations outside of college premises, a portable memory or computing device should be kept under the constant control of the employee, including during meals and other breaks. If this is not possible, they should be temporarily stored in a secure location such as a locked room or desk drawer.

Working Remotely

- When working with college information from home or remotely, take care to make sure you are the only person able to access the records by:
 - Logging off or shutting down your computer when not using it
 - Set the automatic logoff to run after a short period of time
 - Do not store college records on the hard drive
 - Avoid sending confidential or personal information by email or fax
 - When in transit, in public, or working remotely avoid discussing college personal information where others may overhear you including when you are using a cell phone
 - If you are using your own device for work purposes, make sure you understand and follow the college's Remote Access Policy, including using the web based VPN available at sso.norquest.ca.

Reporting Requirements

- The loss or theft of college records and/or property should be reported immediately to your manager.
- If college records or property was lost through a theft, file a police report
- The manager should notify their manager and the Planning and Policy Specialist.

Definitions:

Employee: includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts or collective agreements.

Record¹: means a record of information in any form and includes notes, images, audiovisual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.

¹ Per section 1(q) of the *Alberta Freedom of Information and Protection of Privacy Act*.

Related NorQuest College Information:

- [Code of Conduct Policy](#)
- [Digital Security Policy](#)
- [Protection of Privacy Procedure](#)
- [Work From Home Procedure](#)

Note: The content of this procedure was prepared using content from the [Guidelines for Protecting the Privacy and Confidentiality of Personal Information when Working Outside the Office](#) (Information and Privacy Commissioner/Ontario) and [Protecting Personal Information Away from the Office](#) (Office of the Information & Privacy Commissioner for British Columbia).

Related External Information:

- [Freedom of Information and Protection of Privacy \(FOIP\) Act](#)

Next Review Date:

June 2019

Revision History:

June 2015: new
August 2019: Compliance Office template & reorganization update