

## **DOCUMENT SECURITY POLICY**

Information security is the practice of defending information from unauthorized access, use, disclosure, disruption, modification, inspection, recording or destruction. It is a general term that can be used regardless of the form the information may take. Security is the responsibility of all Board members who have access to, use or manage the information. Information security includes the protection of personal information, systems and records from accidental or deliberate threats to confidentiality, integrity or availability.

### **OBJECTIVES:**

To ensure the production, review, distribution and storage of sensitive or confidential YDC documents is conducted in a secure manner that is consistent with those policies used for other Yukon government documentation.

This policy applies to all locations where information is processed or stored for YDC.

### **This policy will:**

- Ensure the mechanisms and processes are in place to ensure the proper security of sensitive or confidential YDC documents.
- Ensure that appropriate security practices are maintained when reviewing, distributing and storing sensitive or confidential YDC documents in both electronic and hard copy format.
- Reduce the risk for Directors, YDC employees and the Corporation when working with sensitive or confidential YDC documents.

### **DEFINITIONS**

- Confidential Document- includes any document in hard copy or electric version that contains personal information about a Board member or potential Board member or any document labeled as such.
- Sensitive Information – includes any document prepared for the Minister, Cabinet or Management Board in hard copy or electronic version.
- Personal Information – has the same meaning as used in the Access to Information and Protection of Privacy Act.

## **RESPONSIBILITIES**

To secure YDC documents from unintended exposure to third parties:

1. The Corporate Secretary will upload all Board documents to SharePoint.
2. Directors will download or distribute documents from the SharePoint site, only to those devices designated for this purpose by the Board.
3. Hard copies of Board documents will be made available by the Corporate Secretary to Directors who prefer not to receive the documents in electronic format.
4. Directors will return hard copies of Board documentation to the Corporate Secretary for retention or proper disposal immediately following meetings.
5. The Corporate Secretary will retain a final copy of all Board documentation that is securely stored within YDC and Yukon government archives.
6. The Corporate Secretary will ensure that all confidential or sensitive documents remain on the YDC site or within Yukon government archives.
7. Electronic versions of board documentation will be removed from SharePoint following Committee and Board meetings by the Corporate Secretary.
8. Directors will not distribute, copy or share Board documents with persons outside of the Corporation and the Board of Directors.
9. Directors will report lost or stolen documentation and/or electronic devices to the Corporate Secretary as soon as possible so that an assessment on potential risk can be completed. The Corporate Secretary will inform the Chair and President of the missing documents or devices.
10. The Corporate Secretary and Directors will comply with the Access to Information and Privacy Act and Regulations when responding to a request submitted under this Act.
11. Directors will sign out their binders and/or tablets. Binders will be initialled once returned.