Information Security

Policy No.: CS-IT-10	**Council Resolution No.:** 292/2023
Department: Information Technology	**Authority:** Council
Effective Date: September 28, 2020	**Revision Date:** September 25, 2023
Review Date: September 2026	**Repealed Date:**
Supersedes: N/A	
Related Procedure No.: CS-IT-10	
Related Procedure Name: Information Security Procedure	

1.0 PURPOSE

1.1 This Policy serves to protect the Town from cyber-breach, unauthorized access, modification or damage, corruption, and disruption of critical services.

2.0 POLICY STATEMENT

2.1 This Information Security Policy applies to all business processes and data, information systems and components, personnel, and physical areas of the Town.

2.2 The objectives of this policy are to ensure the security of the Town's assets, primarily information assets:

2.2.1 To ensure that assets are available as and when required hence adhering to the Town's business objectives.

2.2.2 To protect assets from unauthorized or accidental modification ensuring the accuracy and completeness of the Town's assets.

2.2.3 To protect assets against unauthorized disclosure.

2.3 Information security awareness training will be Included in the staff onboarding process.

2.4 Only authorized personnel who have a business need will be given access to restricted areas containing information systems.

2.5 Access to data, system utilities and program source libraries will be controlled and restricted to authorized users who have a business need to use the applications.

2.6 In order to minimize loss of, or damage to, all assets, equipment will be physically protected from security threats and environmental hazards.

2.7 All security incidents and weaknesses are to be reported. All security incidents will be investigated to establish their cause, operational impact, and business outcome.

2.8 The Town will use software countermeasures and management procedures to protect itself against the threat of malicious software.

2.9 The Town will ensure that disaster recovery plan is produced for all critical information, applications, systems, and networks.

2.10 All Town business should be communicated through the Town's official communication tools (Email, Cell Phone, VOIP System, and Intranet).

2.11 Appropriate procedures will be implemented to ensure compliance with legislative, regulatory, and contractual requirements.

2.12 Information Security plan will be reviewed and, where applicable, revised on an annual basis. Upon completion of plan revision, updated plans will be distributed to key stakeholders.

2.13 Violations of this policy will be treated like other allegations of wrongdoing at the Town.

2.14 Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

3.0 ADDITIONAL REFERENCES

- N/A

MAYOR — **DATE** Oct. 12, 2023

CHIEF ADMINISTRATIVE OFFICER — **DATE** Oct. 5/23