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| Policy Number: | 1.5.1 Services and Practices |
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Relevant Statutory / Regulatory Linkages:

Freedom of Information and Protection of Privacy Act

Policy Statement (Intent and Scope)

King’s University College (King’s) will utilize a variety of technologies that support its programs and services, operations and communications based on cost-effectiveness, functionality and regulatory requirements.

1. The Principal or designate will have developed a five year King’s Technology Plan, covering all information technology services delivery, operational and related technologies and update the Plan every two (2) years.
2. The Principal or designate, through the annual budget process, will identify recommended technology investments.
3. King’s will ensure adequate staff and volunteer training to maximize the capacity and benefit of the technologies invested in.
4. King’s technologies can be secured via direct acquisition (purchased or leased) or via third party contractor(s).
5. The Principal or designate will ensure no software or equipment is added to any component / user site that does not conform to King’s standards.
6. No use of King’s technology can be undertaken to commit a fraud, to bully, to view pornography or undertake other unacceptable or illegal uses.
7. The Principal or designate will ensure a maintenance contract is in place to minimize downtime, and support updates on and training for the technologies subject to collective agreements requirements.
8. The Principal or designate will ensure the security of all KING’S systems and processes, and that periodic testing is in place to ensure the operability and security of the technology systems.

Monitoring Report Requirements (Frequency, Content, etc.)

1. King’s will provide, through the annual budget process, technology investment proposals
2. The Principal or designate will report on compliance levels met, any material breaches and the actions taken annually to the Finance and Investment Committee