

FLAGSTAFF COUNTY POLICY

Title: Systems and Data Security	Policy: CP 005
Section: Corporate	

ACCOUNTABILITY TO VISION STATEMENT

Security is essential to protect the integrity of Flagstaff County’s data systems and reduce the risks associated with improper use of these systems.

POLICY STATEMENT

Flagstaff County promotes computer usage that assists users in performing their duties for the County. Every user is responsible for adhering to and following the guidelines of this policy.

All data created or stored on Flagstaff County computer systems is the absolute property of Flagstaff County. Security procedures shall be implemented to ensure the confidentiality, integrity and availability of such data.

Flagstaff County uses software only in compliance with licensed agreements. No unlicensed software shall be installed on Flagstaff County computer systems.

DEFINITIONS

Electronic Systems - Means all technical resources that are owned or leased by Flagstaff County that are used on or accessed from County premises or that are used for County business; including but not limited to County-owned or leased equipment, software, facilities, internet addresses, domain names, email services registered to or provided by Flagstaff County and any County paid accounts, subscriptions or other technical services.

Users - Means all employees, elected officials, volunteers or contractors who are authorized by the County to use County resources to access the computer systems.

GUIDELINES

The County provides cell phones, computers and computer systems to employees for their use in performing their duties for the County. All users are responsible for using these systems in an effective, ethical and lawful manner. These systems, like other County assets, should be used for the benefit of the County. All use should be congruent with the County’s overall governance and corporate policies.

The County reserves the right to monitor and/or log all network activity, with or without notice, including all website communications. Users should have no expectations of privacy in the use of these resources. Use of computer systems in violation of this, or other County policies is prohibited and may lead to disciplinary action up to and including termination.

Incidental and occasional personal use of County computer systems is permitted. This would include use for education purposes, personal development, work for community groups, etc.

GUIDELINES continued

Any personal use of County computer systems must be done outside of normal working hours, provided there are no additional costs to the County and that all other provisions of this policy are adhered to. At no time can any of the County's computer systems be used for personal gain and/or illegal use.

Council Approved: October 14, 2015	Resolution #: FC20151014.1008
Reference: Municipal Government Act	

<i>Administrative Responsibility:</i>	<i>Review Cycle:</i>	<i>Next Review Date:</i>
Chief Administrative Officer	Every 3 years	October 14, 2018