

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY / REGULATIONS

Board Policy Number: 8.01

Subject: Information Recourse Management and
Communications

Effective Date: (31) January 18, 1994

It is the policy of the Dufferin-Peel Catholic District School Board that the Board's information and its supporting data are a valuable corporate asset. The goal of the Board is that, subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act, this asset is managed in a planned and organized manner to ensure maximum efficiency and effectiveness in day-to-day operations and long-term planning.

NOTE: By Motion Numbers 32 and 33 (94.01.18), the Terms of Reference for the following committees were approved:

- a) Futures Committee: Information Management and Communications
- b) Management Committee: Information Management and Communications (formerly the Computer Management Committee)

REGULATIONS

8.01 INFORMATION RESOURCE MANAGEMENT AND COMMUNICATIONS

- 1. Data is recognized as the representation of discreet facts.
- 2. Information is an aggregation of data which is used for decision making.
- 3. The Board's information is to be recognized and treated as a corporate resource.
- 4. Data will be safeguarded. As a corporate asset, data will be protected from deliberate, unintentional or unauthorized alteration, destruction and/or disclosure or use, all data activities will be in accordance with established legislation and Board policies and practices.
- 5. Data will be shared based on corporate policies. Data is not owned by a particular individual, department or system. It will be accessible to all authorized users and systems.
- 6. Data will be managed as a corporate resource. Data organization, structure, authorized usage, and sources will be planned and implemented according to the corporate Information Resource Management (IRM) Plan. A mechanism will be put in place to determine who has access to the information held in the corporate data base.
- 7. As part of the Information Resource Management Plan, corporate data is to be identified and defined. Standards and controls are to be established to ensure completeness, accuracy, security, and to avoid redundancy.
- 8. Appropriate applications programs are to be acquired or developed based on identified educational and corporate needs. Systems architecture is to be developed to support the required applications and to determine the physical requirements to support the Information Resource Management Plan.