1.0 POLICY STATEMENT

1.1 MacEwan University ("University") manages its information and related technology assets and services through effective governance structures and processes that provide leadership, accountability and transparency. Key stakeholders are engaged to support the achievement of positive outcomes and facilitate implementation of strategic oversight and decision-making.

2.0 PURPOSE

2.1 Technology is a key enabler to achieving well-managed organization. Therefore, it is critical to manage both information and related technology through governance structures and processes that:

- Support the University's strategic direction and mandate to achieve positive outcomes
- Communicate information and related technology directions
- Collaborate with students, faculty and administration to align with their needs and ensure mutually informed decisions are made
- Optimize the return on investments made in information and related technology assets
- Comply with legislation, regulations and contractual requirements
- Provide assurance that IT controls are implemented, reviewed, monitored and evaluated
- Manage IT risk throughout the University
- Ensure responsibilities and accoutabilities are assigned, understood and accepted

3.0 APPLICABILITY

3.1 This policy applies to the governance and management of the University's information and related technology assests, processes and services.

4.0 DEFINITIONS

Compliance
Means the University's responsibility to operate in agreement with established laws, regulations, standards, and specifications both internal and external.

Control
Means the policies, standards, procedures, practices and organizational structures designed to provide reasonable assurance that academic and administrative objectives will be achieved and undesired events will be prevented or detected and corrected.

Control Framework
Means a set of consistent principles and processes that guide the development of controls and ensure alignment with the strategic direction and mandates of the University.

Standard
Means a manadatory requirement, code of practice or specification established and approved by authority that is used as a baseline to measure the quality of performance of a process or procedure.

5.0 POLICY ELEMENTS

5.1 The University will maintain an intellectual environment based in trust and confidentiality for all collaborative and communicative activities. Collaboration communication and information sharing is supported by the safe and secure information technology resources provided by the University. To ensure that the use of information technology resources by individual members of the university community is ethical and responsible, the University will outline these expectations in the Use of Information and Technology Resources Standard.

5.2 The University's Information Technology Management (ITM) Control Framework will conform to the principles and guidance set out in the *MacEwan Control Framework Standard.*

5.3 The ITM Committee will oversee the implementation of the ITM Plan maintained, and integrated to accomplish the mission of the University. The work of the ITM Committee will conform to the scope and standard requirements set out in the *ITM Committee Standard.*

5.4 The University will manage the risk associated with the academic and administrative use of information and related technology in conformance with the scope and standard requirements set out in the *ITM Risk Management Framework Standard.*

5.5 Information Technology services will be implemented and managed to ensure the delivery of quality services in support of University objectives and will conform to the scope and standard requirements set out in the *IT Service Management Framework Standard.*

5.6 The University's strategy will be translated in to objectives related to IT-enabled initiatives through the ITM Strategic Plan. This plan will conform to the scope, principles, goals and key activities set out in the *ITM Strategic Plan Framework Standard.*

5.7 The senior IT position and its reporting line, in the context of transformations in higher education, is key to the University's delivery of its mandate, the effective management of risk and its ability to exploit opportunity. The organizational placement of the University's IT function is contingent on IT's criticality to the University's overall strategy and its reliance on IT. The accountability and responsibilities of the senior IT position will be set out in the *CIO Roles and Responsibilities Standard.*

5.8 The Office of the Chief Information Officer will be the senior IT position in the University and the office will maintain standards and procedures in relation to the governance and management of the University's information and related technology assets. The Chief Information Officer will advise the University community regarding continuance of or amendments to such standards and procedures as may be required.

6.0 ASSOCIATED PROCEDURES

- D8000-01 CIO Roles and Responsibilities

- D8000-2 ITM Strategic Plan Framework Standard

- D8000-3 IT Service Management Framework Standard

- D8000-4 ITM Risk Management Framework Standard

- D8000-05 ITM Committee Standard

- D8000-6 MacEwan Control Framework Standard

- D8000-07 Use of Information Technology Resources Standard

7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- D8040 Enterprise Architecture

- D8010 Information Security and Identity Management

- D8020 Information Management

- D8030 Technology Management

8.0 ACCOUNTABILITY

Policy Sponsor
Vice President, Integrated Information and Communications Systems and Chief Information Officer

Office of Administrative Responsibility
Office of the Chief Information Officer

9.0 HISTORY

Relevant Dates

Approved: **15.02.26**

Effective: **15.02.26**

Next Review: **20.02**

Modification History

15.02.24:   New policy developed as part of an institutional Information and Technology Management ITM Control Framework. This framework establishes a controlled environment for the governance, management, and security for the university systems and data. Approved by Board Motion 02-02-26-2014/16

Modification History

17-04-27:   Policy changes were approved to reflect the implementation of a new Use of Information and Technology Resources Standard as part of the Information and Technology Management (ITM) Control Framework. The new standard establishes the requirements for how all members of the university community will utilize information technology applications and data at the institution. Approved by Board Motion 01 04-27-2016/17