

Information management – Use of informational assets and the Internet

Type : Policy
No :
Adopted by : Executive Committee
Issuer : Financial and Informational Resources Directorate
Recipients : Anyone using or accessing informational assets of the Montreal West Island Integrated University Health and Social Services Centre regardless of status within the organization

Foreword

Older versions of this document are available in the 'Archives' section under "The use of electronic mail, the Internet and Intranet site"

Along with all topics regarding information management, this present policy covers the ethical use of informational assets and the Internet. Consequently, the general principles of information management must also be maintained in the application of this policy.

Resources, services and interconnections accessible using new technologies present many opportunities; however they present many risks as well. In order to overcome these risks and to ensure that the organization fully benefits from these opportunities, this document explains the Montreal West Island Integrated University Health and Social Services Centre ' official policy regarding ethical use of informational assets available to its users.

The policy is based on the following guidelines:

1. Respect for the Montreal West Island Integrated University Health and Social Services Centre ' mission and reputation of excellence by the development and maintenance of a specific, distinguishing and consistent image.
2. Respect of physical, logical and administrative standards.
3. Respect of our confidentiality policies relating to information about our patients and employees.
4. Optimal use of infrastructures with consistent concern for efficiency.
5. Prioritizing the use of systems for work purposes.
6. Behaviour that is compatible with ethics enforced within the organization.
7. Users respect of the laws in effect, as well as internal regulations and policies.

The Montreal West Island Integrated University Health and Social Services Centre reserves the right to enforce necessary control with respect to these principles.

Definitions

With the aim of shortening the text, this document will employ the expressions, initials and abbreviations defined below:

Informational assets: Electronic data bank, information system, telecommunications network, telephony, information technology, portable storage, installation of or the whole of these elements. All specialized or ultra-specialized medical equipment can comprise components that belong to the informational assets, particularly when electronically linked to informational assets. Printed documents generated by information technologies are included as well. As an example, informational assets can

be, but are not limited to, computers, software, applications, e-mail, the Internet and Intranet, photocopiers, smart phones, tablets, USB keys and any other stationary or mobile computer equipment used within the context of the Institute's mission.

Internet: World network connecting telecommunication resources to computer servers and clients, used for the exchange of electronic messages (e-mail), multimedia and files.

User: Any person or entity, regardless of whether employed by the Montreal West Island Integrated University Health and Social Services Centre , that uses or has access to informational assets , which may or may not be confidential, and not necessarily on behalf of the Montreal West Island Integrated University Health and Social Services Centre .

Statement

Usage of informational assets, including the Internet

- At the Montreal West Island Integrated University Health and Social Services Centre , informational assets and the Internet are to be used for matters related to the mission of the Institute.

At any time, the user must not:

- Use the password or access code of another person;
- Reveal his access code or password to someone else;
- Allow an unauthorized person access to the Montreal West Island Integrated University Health and Social Services Centre ' informational assets;
- Transmit information without the consent of the information's recipient;
- Store personal data or documents on Montreal West Island Integrated University Health and Social Services Centre computers or other equipment;
- Divulge information related to intellectual property or any other confidential information;
- Damage, alter or disrupt the functioning of systems or computers;
- Host personal Internet sites on the computer systems or other equipment of the Montreal West Island Integrated University Health and Social Services Centre ;
- Create or respond to chain letters;
- Share information or navigate content on sites whose content could be considered defamatory, offensive or of sexual, racist or otherwise socially-unacceptable nature. All offensive images or comments related to race, skin colour, gender, sexual orientation, civil status, religion, political conviction, language, ethnic or national origin, social demographic or disability are forbidden;
- Hide or falsify the header of or information within an electronic message received and resend it without the consent of the original author;
- Use informational assets in an unethical manner or one that contravenes provincial and federal laws and regulations, the Montreal West Island Integrated University Health and Social Services Centre ' internal policies, rules, ethical codes or any other obligation expected of the user;

From his or her immediate supervisor, the user can obtain authorization for the following actions related to his or her functions at the Montreal West Island Integrated University Health and Social Services Centre :

- Transmit information related to union matters : authorization must be obtained from the Human Resources Directorate;
- Access external systems or computers : authorization must be obtained from Computer Services;
- Download or upload files or software: authorization must be obtained from Computer Services;

- Access social media sites, music, games, videos or streaming : authorization must be obtained from one's immediate supervisor;
- Solicit: the required authorizations are stated in the Policy on fundraising and solicitation.
- During non-working hours, the informational assets and Internet may be used for personal reasons. In this case, the staff must respect the present policy and, if the computer in question is a shared work-station, the priority must be given to work-related tasks.
- Subject to standards of the law, no one shall expect that the intimate or private nature of any communications made using the informational assets will be preserved. The Montreal West Island Integrated University Health and Social Services Centre reserves the right, without notice, to examine any communication sent on its informational assets and to control the use of these assets.
- Under no circumstance can any user hold the Montreal West Island Integrated University Health and Social Services Centre responsible for any damage, loss or consequence arising from his or her personal use of informational assets or the Internet.

Roles and responsibilities related to publications on the Internet

- Publication of information about the Montreal West Island Integrated University Health and Social Services Centre

The Communication and Public Affairs Directorate is responsible for publication and maintenance of content on the Montreal West Island Integrated University Health and Social Services Centre ' official website and social media.

- Establishing Web and social media projects

The Communication and Public Affairs Directorate and the Financial and Informational Resources Directorate are responsible for overseeing and validating any request for project creation (website, blog, Wiki, Facebook, Twitter, LinkedIn, etc.) from or in collaboration with the Montreal West Island Integrated University Health and Social Services Centre .

- Publishing information on expert communities

Only persons designated by the Communications and Public Affairs Directorate and their managers are authorized to publish and modify information on the expert communities.

- Restricting publication

The Communications and Public Affairs Directorate reserves the right to remove any content found on the pages of websites created by or with the Montreal West Island Integrated University Health and Social Services Centre , or to request modifications or deletions.

Respecting the policy

- Monitoring and logging can constitute a means of ensuring proper use of informational assets and the Internet.
- A manager can ask that an analysis be made of the use of the informational assets by the personnel of his department. This written request must cite the reasons justifying the analysis, as well as the period of time for which analysis is being requested and must be

approved by the Human Resources Directorate.

- Any violation of the policy can result in administrative or disciplinary measures being taken, including dismissal, withdrawal of right to practice at the Montreal West Island Integrated University Health and Social Services Centre or immediate termination of service contract with the Montreal West Island Integrated University Health and Social Services Centre .
- In order to respect its reputation, image and obligations, the Montreal West Island Integrated University Health and Social Services Centre reserves the right to remove any information published on the Internet, or in any other format, that could be seen as harmful to the Montreal West Island Integrated University Health and Social Services Centre or to any patient or other person to whom the Montreal West Island Integrated University Health and Social Services Centre has a responsibility to ensure confidentiality of information.

I have read and agree to respect this policy for the duration of my internship

Intern's name and first name – print

Signature

Date