



# POLICY

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|--------------------|---------------------------------|-----------------------|---------------|
| <b>POLICY NO:</b>  | 704                             | <b>APPROVAL DATE:</b> | May 30, 2016  |
| <b>TITLE:</b>      | Corporate Security              | <b>REVISION DATE:</b> |               |
| <b>SECTION:</b>    | Materials, Equipment & Services | <b>PAGE</b>           | <b>1 OF 2</b> |
| <b>DEPARTMENT:</b> | Information Technology Services |                       |               |

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## POLICY STATEMENT

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The City of Grande Prairie is committed to protect all information assets and provide direction to all City Employees, Consultants, and Contractors, regarding matters of information security, and as such will:

- Keep and maintain information in accordance with the Freedom of Information and Protection of Privacy Act (FOIP)
  - Keep and maintain information in accordance with any relevant industry and regulatory security standards.
  - Manage its information assets to support service delivery to its residents and to provide efficient operations.
  - Maintain this Policy and all related administrative policies to support confidentiality, integrity, and availability of information.
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## REASON FOR POLICY

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This Corporate Security policy ensures that the City of Grande Prairie protects all information assets and complies with the Freedom of Information and Protection of Privacy Act (FOIP) and any other industry standards and regulations.

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## RELATED INFORMATION

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### Guiding Principles of Information Security

Security is everyone's responsibility.  
Security is a process, not a product.  
Security requires a multi-layered defence strategy.  
Security is only as strong as its weakest link.

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**DEFINITIONS**

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**City Employees** means all in scope and out of scope staff.

**Consultants** means all persons who provide expert advice on a specific topic to the City.

**Contractors** means all staff of third party organizations doing work on behalf of the City.

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**RESPONSIBILITIES**

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City Council will review and approve any revisions to this policy.

City Manager will review and approve any administrative policies and procedures related to this policy and ensure compliance of all policies and procedures.

Corporate Leadership Team will support all matters related to this policy.

City Administration will create any administrative policies and procedures that relate to this policy.

City Administration will carry out this policy based on established administrative policies and procedures.

All City Employees, Consultants and Contractors will comply with this policy and all established administrative policies and procedures.