



Title:	ADMINISTRATIVE ACCESS AND SECURITY GUIDELINES
Updated:	March 12, 2012
Audience:	All users, faculty and students who are accessing administrative information systems and data on the Faculty of Medicine network
Purpose:	To ensure the availability, integrity and confidentiality of administrative information systems and data
Contact:	MedIT

1 Purpose

The intent of these guidelines is to ensure the availability, integrity and confidentiality of administrative information systems and data. Furthermore, these guidelines are intended to prevent unauthorized access or use of administrative information systems and data and to reduce the risk of loss, whether by accidental or intentional modification or destruction.

2 Scope

These guidelines apply to all users, faculty and students who are accessing administrative information systems and data on the Faculty of Medicine network.

3 Guidelines

The Faculty of Medicine promotes an open computing environment that allows for access by all individuals to computing resources. The Faculty's reliance on proper-functioning administrative information systems and data requires the resources to be operated and maintained in a secure, licensed environment, protected from misuse.

Having access to administrative information systems and data means that each user should accept responsibility for protecting the integrity of administration information systems and data. Users should:

- only access and use administrative information systems and data to which they have been authorized
- not distribute, access, use, destroy, alter, dismantle, disfigure or disable administrative information systems or data in a manner that threatens the security of its environment
- employ appropriate security controls such as passwords
- take reasonable steps to protect from unauthorized access and disclosure and to maintain the confidentiality of those portions of administrative data that are confidential and/or sensitive
- all data and documents should be stored on a network file share or home drive to ensure they are backed up regularly



4 Responsibilities

The Faculty of Medicine network staff should be responsible for the setup and maintenance of computers accessing the network, user identities logging on to the network and services offered such as backup and anti-virus protection. The Faculty of Medicine network staff will also:

- ensure that technical staff are aware of and adhere to these guidelines, and that they support Faculty standards in the design, installation, maintenance, training and use of administrative information systems and data
- take immediate and appropriate action when they become aware of violations of these guidelines or their procedures

5 Definitions

Administrative information systems and data: all administrative and academic computer facilities, electronic media, communications networks, software programs, information, data, systems and hardware of all types that are owned by the Faculty of Medicine and/or used, wholly or in part for administrative functions. This includes, but is not limited to, application software, operating system software, operating support software, security software, and computer communications equipment and associated equipment, transmission media of all types, gateways, and networks.