

Document Category:	Policy Statement
Document Name:	Data Security and Passwords
Approved By:	Board of Directors
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1. Policy Scope

This policy is to ensure the appropriate protection and security of all data consumed, managed, stored and transmitted by Southwestern Ontario Student Transportation Services (STS).

2. Policy Statement

STS uses industry-accepted encryption methods and products to protect personal and sensitive data being transmitted between networks and data at rest and in transit in physical and cloud-based storage spaces. All data stored on STS database servers are equipped with scheduled backups and recovery plans.

STS assets including desktop computers, laptops, monitors and other computer hardware are tracked and managed centrally. All STS issued computing devices are protected by current password protocols and other security measures. STS issued devices are decommissioned in alignment with STS asset management practices.

Employee access to the tools, systems, and data are restricted based on their job functions assigned by their Manager/Supervisor. STS employees must adhere to current STS password requirements.

3. Policy Action Items

STS is responsible for implementing reasonable security measures and safeguards to protect staff and student personal information and STS intellectual property.

STS management are accountable for ensuring staff are informed of all password and data security procedures and that compliance to these procedures occurs.

All staff members are responsible for monitoring and enforcing compliance with this policy within the scope of their duties and responsibilities. Violations or suspected violations of these responsibilities must be reported immediately to the appropriate Manager/Supervisor. Persons found to be in violation of this policy may be subject to immediate disciplinary action up to and including termination of employment. Legal action and/or referral of the matter to law enforcement agencies shall be considered depending on the severity of the violation, the real or potential loss to STS, or breach of confidentiality.



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4. Forms

There are no forms associated with this policy.