Information Security Policy

Category: General;

Jurisdiction: Provost and Vice President Academic; Vice President, Administration and Finance; Board Audit & Risk Committee;

Approval Authority: Board of Governors;

Established on: November 24, 2022;

Amendments: None.

1. Policy Statement

Information is vital to Lakehead University and is used in every aspect of the University's business. Without timely access to accurate information, the University would be unable to fulfil its responsibilities to internal and external stakeholders. Lakehead University also holds and uses information as a trusted custodian and has obligations to manage that information responsibly and securely. Increasingly, the University is reliant on Digital Information and Information Systems that store, process and transmit data and information.

2. Purpose

The purpose of this policy is to articulate the University's intent to protect the confidentiality, privacy, integrity and availability of Lakehead University's Digital Information and Information Systems, from accidental or intentional unauthorized access, modification, or damage, while also preserving the information sharing requirements and expectations of its academic culture.

3. Scope

This policy applies to:

- All members of the University Community authorized to access University Digital Information and/or University Information Systems.

All University Information Systems and Digital Information, whether directly managed by the University or through agreement with a third party.

4. Policy

In the course of carrying out its mission of teaching and research and conducting University business, Lakehead University or its agents collect, create, maintain and process Digital Information that is sensitive and valuable. The Digital Information and Information Systems managed by the University shall be appropriately secured to protect against the consequences of breaches of confidentiality, failures of integrity, or interruptions to availability. Protecting the University's Digital Information, Information Systems and infrastructure is a responsibility shared by all members of the University Community. Digital Information handling standards and sensitivity classifications shall be created and maintained for all institutional Digital Information resources. All members of the University Community shall ensure that Digital Information are classified and protected as appropriate for their sensitivity level.

5. Responsibilities

Users of Information Systems and Digital Information within the University are responsible for protecting and ensuring the security of the Digital Information to which they have access.

All members of the University Community shall be responsible for assuring the classification and protection of Digital Information and Information Systems within their units in accordance with this Policy and associated Procedures and Standards (including the standards referred to in section 4 above).

The Executive Team shall authorize standards, classifications, procedures and guidelines as necessary or desirable to give effect to this policy.

6. Definitions

For the purposes of this policy and associated procedures the following definitions apply:

"Digital Information" means any electronic communication or electronic representation (i.e. digitization) of knowledge such as facts, data, or opinions in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audio-visual.

"Information System" means the technologies, assets, infrastructure, equipment, and facilities owned by, explicitly controlled by, in the custody of the University, or contractually provided by a third-party that access, store, or transmit Digital Information (e.g. cloud services providers).

"University" means Lakehead University.

"University Community" includes employees, volunteers, contractors, third parties or agencies contracted by the University and any employees of such parties, credit and non credit students, and any person holding a University appointment whether or not that person is an employee.

"User" means any member of the University Community who is provided access to University Digital Information and/or Information Systems.

Review Period: 5 years;
Next Review Period: 2026-2027;
Related Policies and Procedures: TBD;
Policy Superseded by this Policy: None.

The University Secretariat manages the development of policies through an impartial, fair governance process. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-343-8010 Ext. 7929 or Email: univsec@lakeheadu.ca