

Records and Information I Work with Belong to Me



Fast Facts:

In a 2011 industry study 84% of employees responded they used personal email accounts for work purposes including transmission of personal and confidential information.

In 2012, a study by security company Symantec of over 3300 respondents found that:

** Seventy-four percent of respondents had access to confidential or proprietary corporate data such as customer data, contact lists, employee records, financial reports, software tools and confidential business documents.*

The OCIO's Directive *Acceptable Use of the Government Network and Information Technology Assets* clearly states that government employees should have no expectation of privacy when using government technology and resources.

As an employee, you may spend a good portion of time at work collecting, creating and receiving information on behalf of the public body. Often this work reflects your own technical skill and/or subject matter expertise. You are often linked to your work as a part of routine processes or as a means of tracking programs and/or services (e.g. you sign off on a process or transaction). Furthermore, your identity is embedded in your work because you use the applications, tools and network resources (e.g. email, application account credentials, etc.) personally assigned to you to do your job. For these reasons, employees may feel records and information they work with belong to them.

Government records and information do not belong to the employee. The [Management of Information Act \(MOIA\)](#) clearly states that government records and information are the property of the crown. Under many circumstances, records must be made available for review. This includes information in your email account, personal storage and workspace.

When working with records and information you should always remember that you do not have control over who will access it and how it will be used. Even when moving to another position internally, you may no longer be authorized to access certain records and information.

MOIA includes legal and financial penalties for any individual “who unlawfully damages, mutilates or destroys a government record or removes or withholds a government record from the possession of a public body.”

Learn more about IM:

- Speak with your supervisor to learn about IM rules for your work group
- Review OCIO best practices on the [OCIO website](#)
- Complete [IM@Work: Making Information Management work for You](#)