

Make Time @Work for IM!



Employees are responsible for managing and protecting the government information they use to do their jobs. The Office of the Chief Information Officer (OCIO) is asking you to take a minute at the beginning of your meeting to review this Information Management (IM) best practice. Remember, small changes in the way you work can make a big impact on our compliance with government's IM requirements.

Your Work, Your Responsibility

As the person responsible for an activity, program or service, you are in the best position to make decisions on how to manage and protect your information. An important part of your job includes understanding the information you handle so you can manage it properly:

- ◆ Learn about the content of the information you deal with – Where does it come from? How is it used? Where do you store it? Who has access to it?
- ◆ Are there forms, templates or departmental requirements or guidelines on how to create and manage good records?
- ◆ Is it personal or confidential information? Apply security measures that are appropriate to the degree of sensitivity
- ◆ Does the information have long-term legal value or is it transitory?
- ◆ Know how long information must be retained to meet legal requirements
- ◆ Share information only with people who have a legitimate business need to know it

To learn more about IM Best Practices contact your departmental IM division or visit the OCIO website: www.ocio.gov.nl.ca

For more information visit www.ocio.gov.nl.ca
or email us at IM@GOV.NL.CA

