

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.

Information Sharing and Access

Information is the legal property of the government department or public body to which it relates. It is important to ensure that employees only access information they need in order to do their job, and that personal or confidential information is used for the purpose it is collected:

- ◆ Understand what you have access to as a part of your job, including shared drives, file rooms and departmental systems. In your role, what are you authorized to do with the information?
- ◆ Do you have access to personal or confidential information? Oftentimes government must keep this type of information to provide programs and services. As an employee, you must be mindful about how you use, share and store information.
- ◆ Be cautious when:
 - ◆ Emailing information – always check addresses and consider encrypting personal or confidential information if you must send it by email
 - ◆ Reviewing or accessing information in a public location
 - ◆ Transporting physical records including physical files and portable storage devices

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

