

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.

Collecting Information

Collecting information is one of the most important activities we complete on behalf of government. Think about it – collecting information may include:

- ◆ Soliciting information from a client in order to provide a service or process an application.
- ◆ Gathering information from a colleague to develop a new product or service
- ◆ Assembling research to be used in the development of a new product or service.

Improper collection of information may lead to inappropriate or delayed services and potentially information breach or loss. Tips for collecting information include:

- ◆ Use updated forms and templates
- ◆ Be conscious of others around you when collecting information. For example, when on the phone or at a service counter are there other people around that may overhear your conversation?
- ◆ Only collect information that your department is authorized to collect. Do not collect information just because it “would be good to know”
- ◆ Double-check that information is complete and accurate

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

