

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.

Protect the Government Network

In 2014 36% of Canadian businesses reported they had been impacted by cyber-crime. Cyber security is the practice of protecting information technology (IT) assets and electronic information from online or Internet-based threats and attacks. As an employee you need to do your part to protect the government's IT network from cybercrime:

- ◆ Never disclose a government-issued username and password
- ◆ Never click on links in emails or attachments from unknown sources
- ◆ Never use your government email address for personal use

Better safe than sorry! If you suspect an issue with your IT Network account or if you think that an email may be suspicious, phone the OCIO IT Service Desk at 729-HELP.

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

