

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.

Secure Disposal

Personal or confidential information discarded by businesses in recycling bins or garbage containers is a source of white-collar crime in Canada. When disposing of government information, especially if it is personal or confidential, make sure you do so in a secure manner that eliminates any possible retrieval or reconstruction:

- ◆ Make use of secure shred boxes onsite (where available) to dispose of government records
- ◆ Verify that the destruction of the information is authorized. When in doubt always check with your manager or IM division
- ◆ Ensure that your in-house shredder cuts paper in a manner that ensures it cannot be reconstructed
- ◆ Use recycling bins to destroy only published materials that are available to the public
- ◆ Be cautious when using onsite recycling bins to ensure that there are no government records mixed in

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

