
Sharing & Stewardship of Information Policy

Purpose: To manage information as a shared VCC resource and to ensure accountability for the collection, integrity, consistency, accuracy and security of such information.

Policy: Vancouver Community College accepts the principles of sharing and stewardship to effectively manage information as a resource. This resource will be shared collegewide for the maximum benefit.

Stewardship is the awarding of responsibility for data, applications and technology to provide an accountability for the collection, integrity, consistency, accuracy and security of VCC information.

All data, applications and technology:

- * are owned by VCC and not by a particular department or individual;
- * will be available to all eligible VCC employees as required in the performance of their job and to be used for that purpose only;
- * will be maintained, safeguarded and used for as many business purposes as possible.

Applies to: All VCC employees.

Procedure: VCC will maintain a *Steering Committee* who will ensure that information is managed as a shared and safeguarded resource.

The Information and Computer Services Department will maintain groups who will be responsible for:

- * the classification, definition, accessibility and security of VCC technology and application resources;
- * the promotion of integration, compatibility, consistency and flexibility of data, applications and technology.

1. Policy Sponsor: Director, Personnel Services

2. Approvals:

President: _____ Date: _____

Education Council Chair: _____ Date: _____

Operations Council Chair: _____ Date: _____

Board Chair: _____ Date: _____

3. Amendments:

President: _____ Date: _____

Education Council Chair: _____ Date: _____

Operations Council Chair: _____ Date: _____

Board Chair: _____ Date: _____

4. Review Date: