BUSINESS AND BOARD ADMINISTRATION | 3000

DRAFT DECEMBER 18, 2026

ELECTRONIC INFORMATION SECURITY POLICY | 3093

1. Rationale

A considerable amount of sensitive and confidential information resides on computers and other electronic devices attached to the Lakehead District School Board's (LDSB) computer networks. This information represents many person years of input and a significant investment by LDSB. Like other sizable Board assets, such as buildings and equipment, this information must be secured and protected. In some cases, there are laws, such as the Federal Copyright Act, Federal Trade-marks Act, Municipal Freedom of Information and Protection of Privacy Act, Personal Health Information Act, and Education Act, which clarify LDSB's responsibilities in this regard.

2. The Policy

Lakehead District School Board will take measures to protect information residing on networked computers, mobile devices, and other storage media. Measures will be commensurate with the value and sensitivity of the information. Measures will strike a balance between the need to secure information and the need to run the organization efficiently. In general, the cost of protecting information against a threat will be less than the cost of recovering should we be affected by security threats.

3. Guidelines

3.1 all staff will be aware of the need for security of information systems and networks and what they can do to enhance security;

3.2 all staff are responsible for the security of information systems and networks;

3.3 all staff will act in a timely and co-operative manner to prevent, detect and respond to security incidents;

3.4 all staff will respect the legitimate interests of others;

3.5 risk assessments will be conducted for all new systems;

3.6 all staff will incorporate security as an essential element of their work with information systems and networks;

3.7 Lakehead District School Board will adopt a comprehensive approach to security management; and

3.8 Lakehead District School Board will frequently review and reassess the security of information systems and networks, and make appropriate modifications to security policies, practices, measures, and procedures.

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4. Review

This policy will be reviewed in accordance with 2010 Policy Development and Review Policy.

Cross Reference	Date Approved	Legal Reference
3096 Information/Communication Technology Use Policy	January 21, 1997 **Date Revised** January 27, 2009 May 27, 2014 May 24, 2022	Education Act Copyright Act Trade-marks Act Municipal Freedom of Information and Protection of Privacy Act Personal Health Information Act

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