

Title: **BOARD PORTAL AND PORTABLE ELECTRONIC DEVICES**
Effective Date: January 30, 2013

PURPOSE

To provide guidance to the Board of Directors and its Committee members on the processes and procedures that are in place to ensure the security of WCB information and electronic devices.

SCOPE

This protocol applies to all Board members and individuals appointed to Board Committees who are not Board members (collectively, “Board members”).

POLICY

WCB information systems and information assets including data, software and hardware are the property of the WCB and should be used for business purposes in serving the interests of the WCB and its stakeholders. Board members will conduct Board business through the WCB's electronic portal on a WCB portable electronic device or their own computers and are expected to maintain confidentiality and security of WCB information.

The WCB's electronic Board portal provides secure access to Board members to the WCB's confidential information. The WCB will provide portable electronic devices to Board members that have appropriate security features in place to support the Board portal, such as password protection.

Personal use of the provided device is permitted. While the WCB desires to provide a reasonable level of privacy, users should be aware that the data they create on WCB electronic devices remains the WCB's property and the privacy of information stored on such devices belonging to the WCB cannot be guaranteed. Equipment provided cannot be used for activities prohibited by the WCB or that may reflect unfavourably on the WCB.

Board members will sign a usage agreement in conjunction with the receipt of portable electronic devices in the form established by the WCB at time of issuance. Such agreement may include matters such as return of devices upon completion of terms as Board members and loss or damage to devices.

The WCB will provide training and support to Board members to assist them in complying with security requirements for Board business.

Security of Portable Electronic Devices

Portable electronic devices such as iPads are small, lightweight and can be easily lost or stolen. Data stored on a WCB issued device may contain confidential WCB information. It is the responsibility of Board members to ensure that they protect this WCB asset and follow the security guidelines for confidential information as required under the Board of Directors' By-Law No. 2 relating to confidentiality and conflict of interest.

Lost, Stolen or Damaged Portable Electronic Devices

Lost or stolen devices must be immediately reported to the WCB as noted below and Board members will cooperate with the WCB in any ensuing investigation:

- **Corporate Secretary Office** at 204-954-4395 or hbaete@wcb.mb.ca
- **WCB Security** at 204-954-4522 or Security@wcb.mb.ca

Damaged devices must immediately be reported to Corporate Secretary Office and returned upon request for repair.

Individuals may be financially liable for repair or replacement costs of an electronic device lost, stolen or damaged through negligence.

ATTACHMENT

iPad usage agreement

History:

1. Protocol established January 30, 2013 by Board Order No. 04/13.

Workers Compensation Board of Manitoba

iPad Usage Agreement

I, (name of Board or Committee member), recognize that the portable Equipment provided to me by the Workers Compensation Board (WCB) is the property of the WCB. I agree that when I leave the WCB Board of Directors or Board Committee, I will immediately return the property listed below in good condition.

I understand that Equipment under this agreement means any Hardware or Software provided to me. The Software provided includes all Software preinstalled by the Equipment manufacturer and any Software added by the WCB which is used to perform my duties as a Board or Committee member.

I understand the license to any Software made available to me will remain the property of WCB. I understand that I am not allowed to make copies of any Software provided to me under this agreement. I agree the Equipment provided to me cannot be used for activities prohibited by the WCB or that may reflect unfavourably on the WCB.

I agree to return any Equipment provided to me when requested to do so by the Chairperson (or designate). I understand the WCB may occasionally ask me to return the Equipment for inspection or upgrades and the Equipment must be promptly returned by me upon request.

I will notify the WCB as soon as is possible of any damage to or loss of the Equipment. If the Equipment is damaged, impaired, lost or stolen through my negligence, I may be financially liable for costs of repair or replacement.

Kind of Equipment (i.e. Laptop, Printer, Software)	Equipment Manufacturer	Make and Model or Software Title and Version	Serial Number (where applicable)	WCB Asset Tag Number

Signature, Board or Committee member

Signature, Corporate Secretary

Date

Date