

# Fetal Alcohol Spectrum Disorder - Online Reporting System (FASD ORS) Tip Sheet: Information Security Management Directives

There are several security measures put into place for users and client data stored in the FASD ORS system. Community and Social Services is the lead for this IT system and is responsible to maintain the system, test the system functionality and complete appropriate disaster recovery planning for the system. Also, the system governance and security is overseen by GoA. The external GOA users of FASD-ORS system are required to follow the Government of Alberta's Information Security Management Directives. A brief overview of these directives are listed below:

- Users of information and IT systems must take responsibility for and accept the duty to actively protect GoA information and technology assets. Mandatory annual Information Security and Information Management training is available to identify and define these responsibilities. *New users will be required to complete the training upon commencement and current users will be given some time to complete the training (target date for completion will be October 31, 2020). This training has a staff sign off sheet and these will need to be retained by the Networks.*
- Formal user registration and de-registration processes must be in place for granting access to all IT systems as defined by business requirements. *There is formal process in place to add/edit and remove user access to the FASD ORS system. This form is completed by the Network Coordinator and submitted to Community and Social Services.*
- All users must be issued a unique identifier for their use only, and an approved authentication technique must be used to substantiate the identity of each user. A user credentials management system must be in place. *Every user of FASD ORS requires a unique user name and password to access the system.*
- Users must protect authentication credentials issued to them from unauthorized use. *Your username and password is issued for your individual use only and is not to be shared with others.*
- Access to GoA IT systems require a secure logon process. *Your user name and password are securely linked to the FASD ORS application.*
- Users of information and IT systems are responsible for reporting IT security events and incidents.
- Operating procedures and responsibilities must be documented, authorized, and maintained. *These can be found in the FASD ORS user manuals.*
- The access rights of personnel to IT systems must be removed upon termination of employment and reviewed upon change of employment. *It is the Network Coordinator's responsibility to inform Community and Social Services when users no longer require access or of any other modifications to user access so the appropriate changes can be completed in the system. The users must also be unassigned from programs (agency manager) and agencies in the system.*