

Policy Title:	IT Policy Framework
Policy ID:	6-600
Manual Classification:	Section 6 – Information Technology
Approved by Board of Governors (BoG):	July 2026
Effective Date:	July 18, 2026
Next Policy Review Date:	July 1, 2029
Contacts for Policy Interpretation:	Vice President, Information Technology & Digital Strategy

1.0 - Policy Overview

This IT policy (the “**Policy**”) establishes a framework for all information technology (IT) policies, operating procedures, and standards at Fleming College.

2.0 - Purpose

The purpose of this Policy is to set out the roles and responsibilities of the College Community regarding information technology policies and standards. It also establishes the requirements for aligning of College IT policies and standards with fit-for-purpose industry frameworks.

3.0 - Definitions and Acronyms

All Users: The set of all individuals who use Fleming College IT systems or resources, usually via a designated user account.

College Community: Any person who studies, teaches, conducts research at or works at, or under, the auspices of the College and includes without limitation, employees or contractors; appointees (including volunteer board members); students; visitors; and any other person while they are acting on behalf of, or at the request of the College.

Digital Asset: Anything that can be stored or transmitted electronically through a computer or other digital device and is associated with ownership or use rights.

IT: Information Technology

ITS: Information Technology Services, the full name of the department.

IT Standard: An IT Standard is a specific and granular requirement that gives direction to support broader level IT policies and/or operating procedures.

4.0 - Scope

This policy applies to all digital assets belonging to Fleming College and All Users of those assets.

5.0 – General Principles

Fleming College is committed to ensuring a learning and work environment in which All Users have the responsibility to respect the physical and emotional well-being and the sense of personal worth and dignity of everyone in the College Community.

Fleming College is committed to promoting the responsible, ethical, economical, and sustainable use of college IT resources.

Information Technology solutions provided by Fleming College are intended to be used in a manner appropriate and consistent with the College's mission and academic plan. They are provided for teaching, research, and administrative purposes.

IT solutions provided by the College must be used only for college activities, and all college activities must be conducted using only College-approved solutions.

This policy and related IT policies must be interpreted and applied in compliance with the College's obligations under all collective agreements. Nothing in this or related IT policies must be interpreted as limiting or amending the provisions of any collective agreement. To the extent that policies may conflict with the College's obligations under any collective agreement, the collective agreement prevails, provided that its provisions do not conflict with FIPPA or PHIPA.

5.1 – Governance and Management of Information Systems

The deployment and management of information technology resources must be aligned with the College's mission and strategic plans. The VP IT is responsible for implementing the College's information technology strategic direction through the deployment of information technology solutions and services.

All information technology purchases for the College must be coordinated with the ITS Department. All information technology resources acquired by the College are the property of the College and will be operated, maintained, and administered by the College to maximize its benefits.

The VP IT is responsible for the development and maintenance of college policies and operating procedures that will ensure the overall security, confidentiality, integrity, and availability of the College's electronic information and electronic information systems.

5.2 – Information Technology (IT) Standards and Guidelines

Under the guidance of the VP IT, the College will adopt and align with relevant and applicable information technology industry standards and frameworks where appropriate.

These include, but are not limited to:

- **ISO 27001** – International Organization for Standardization - Information Security, Cybersecurity and Privacy Protection – Information Security Management Systems - Requirements

- **GO-ITS** - Government of Ontario Information and Technology Standards
- **ITIL** - Information Technology Infrastructure Library
- **NIST CSF 2.0** - National Institute of Standards and Technology – Cybersecurity Framework, Version 2.0

Additional IT policies, operating procedures, and standards may be adopted to align with additional IT industry standards and frameworks as required.

All Fleming College users and digital assets must comply with the Information Technology (IT) Standards established under the authority of this Policy.

The VP IT is responsible for approving and issuing IT Standards. Only the VP IT (or approved designate) can authorize a variance or exception to an IT Standard. IT Standards will be reviewed on an annual basis.

Standards represent a minimum requirement that must be met. When applying an IT Standard to specific IT solution implementation, the standard may be exceeded where appropriate to do so and where aligned with industry best practices.

Two types of IT Standards will be issued, depending on the scope of the intended audience and the sensitivity of the information contained within the standard.

- **User Standards** are mandatory, applicable to All Users, and will be published on the ITS website for access by All Users.
- **Technical Standards** are focused primarily for use by the ITS Department and any staff member, or third-party contractor with a technical role or responsibility, such as a system administrator, application administrator, or other IT professional. Some Technical Standards may contain sensitive information. Any Technical Standard containing sensitive or confidential information will be provided to individuals on an as-needed basis or upon request.

Guidelines for system use represent best practices or recommended system usages. This information will be identified and published by the ITS Department and available to members of the College Community in a variety of formats, such as a knowledge base and support articles. The ability of the ITS Department to provide support in specific instances may be limited if recommended guidelines or instructions are not followed.

6.0 - Related Documents

- PIPEDA – *Personal Information Protection and Electronic Documents Act* (2000)
- FIPPA - *Freedom of Information and Protection of Privacy Act* R.S.O. 1990 c. F. 31
- PHIPA – *Personal Health Information Protection Act* (2004)
- *The Copyright Act* (1985)
- College By-Law 1
- College Policy #1-108, Enterprise Risk Management
- College Policy #1-111, Access to Information and Protection of Privacy
- College Policy #1-112, Information Practices Related to Personal Health Information
- College Policy #6-601, IT Appropriate Use Policy
- College Policy #6-604, Electronic Information Security Policy
- College Policy #9-904, Intellectual Property and Copyright
- Government of Ontario Information and Technology Standards (GO-ITS)

- International Organization for Standardization, Information security management systems – Requirements - ISO 27001
- Information Technology Infrastructure Library (ITIL)
- National Institute of Standards and Technology – Cybersecurity Framework, Version 2.0 (NIST CSF 2.0)

History of Amendments/Reviews

Date Approved	Approved By	List of Approved Amendments / Review
July 1, 2022	Board of Governors	NEW
July 2026	SMT	Minor revisions. Updated to current Policy template formatting.