

The collection, use and disclosure of personal information is subject to the provisions of the Freedom of Information and Protection of Privacy Act. The information collected and stored on Portable Devices is subject to the retention provisions of the Document Disposal Act.

General

Portable information and communication devices (such as laptop or tablet computers, Blackberries, and cellular telephones) enable communication, connection to corporate services (such as e-mail), and access to the Internet. Employees are provided with portable devices with the intent of enabling enhanced productivity in the conduct of government business.

Guidelines and best practices for the safe usage of these devices follow the same general principles as those for workstation users. The goal is to ensure the confidentiality, availability and integrity of information stored on the device and the government network, as well as to protect the device itself from loss.

Terms and Conditions of Use

You are the registered custodian of a ministry-owned portable device; as such, you are personally responsible and accountable for the safe-keeping of both the device and the information stored on it, by adhering to the following:

1. The Portable Device Usage Agreement is to be used in addition to, and is intended to supplement existing published policies, operational directives, and government's "Appropriate Usage Agreement (Information and Communications Technology)" (form [HR3051](#)), of which a signed agreement must be on file, and to which you must adhere.
2. When the device is not in use, you must store it securely, out of sight.
3. Upon loss or theft of the device, you must **immediately** change your IDIR password, and report the loss per the standard information incident reporting process at (<https://theloop.gov.bc.ca/tools/security/Pages/Report-an-Information-Incident.aspx>). A replacement will not be initiated until this has been completed.
4. If you notice unusual or suspicious activity on your device, **do nothing further with the device** (this will assist detecting potential attacks or system compromise); report the activity to SSBC at 250-387-7000 or toll-free at 1-866-660-0811.
5. A strong password must be used to discourage access to the contents of the device, should it be stolen or lost. Do not write the user ID or password on the device.
6. Security protections have been configured on the device – you must not bypass those settings.
7. Cellular phone and messaging services (i.e. BlackBerry Messenger, Google Talk, and Yahoo! Messenger) are not protected – you must not use these services to transmit confidential information.
8. You must not install or load additional application software on the device, or use alternate drivers not provided with the original unit, without prior written authorization from the Ministry's Chief Information Officer.
9. The ministry incurs monthly charges for each of these devices; the registered custodian must notify SDSI Support (604-660-1636) when it is no longer required. Do not reassign it to someone else, temporarily or permanently, without first contacting SDSI Support.
10. Additional usage charges may apply to the device. Where applicable, it is the registered custodian (*) who is personally responsible for charges associated with personal use of the device. This includes signing off the monthly bill for service consumed, and remitting payment when due for personal usage. (*) Please note that SDSI Support maintains the registry of device custodians on behalf of the ministry.
11. The device is to be used only by the registered custodian – you must not permit others to access data on the device.
12. Upon retirement, resignation from government, or transfer (to another position in the ministry or government), you must immediately call SDSI Support (604-660-1636) to either arrange for service cancellation and device sanitization, or make arrangements for the secure transfer of the device to a new custodian.

Agreement with Terms and Conditions

I have read this Portable Device Usage Agreement, and agree to comply with the terms and conditions specified. I understand that violation of this Agreement may result in my being subjected to disciplinary action, and/or my device privileges being revoked. I understand I may be required to review and accept this Agreement annually.

User Name	User Signature	Date Signed (YYYY MMM DD)
Employee Number	Office Code/Branch Name	
Supervisor Name	Supervisor Signature	Date Signed YYYY MMM DD)

Complete, sign, scan then email this form to:

SDSI IMB Technology Services (SDSIIMBTS@gov.bc.ca)