

To: ADMCS Committee, Ministry Chief Information Officers (MCIOs), Ministry Service Managers and Ministry Information Security Officers (MISOs)

August 24, 2017

Mobile Device Guidelines

I am pleased to advise the Office of the Chief Information Officer has developed the [Mobile Device Guidelines](#) to provide employees with guidance on their use of mobile devices given current legal requirements, government policy, and best practices. This useful resource addresses the most commonly asked questions employees have about their mobile device setup, use and management.

While allowing employees to communicate and perform their duties remotely, mobile devices also pose a number of unique risks for privacy and security if not used appropriately. As we move to an increasingly mobile workforce in government, these guidelines are an important source of information for all employees.

As a supplement to the Mobile Device Guidelines, we have developed a tip sheet for [Work-Related, Government Approved Foreign Travel](#). The purpose of this document is to provide employees with guidance and strategies to protect government information, and maintain security of this information, when travelling with mobile devices on government business outside of Canada.

Please share the information with all mobile device users within your organizations and administrative staff supporting executive members who may travel abroad.

Thank you.

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