
Cheat Sheet to Resources to Enable Information Security

(🔒 Indicates a BC Government login is required to access the site)

1. Appropriate Use of Government Information and Information Technology

Resources:

- Appropriate Use Policy - See **Bullet #5** below.
- Information and Communications Technology (ICT) Agreement – See **Bullet #3** below.

2. Asset Disposal:

- IT Asset Disposal Standard - https://www2.gov.bc.ca/assets/gov/government/services-for-government-and-broader-public-sector/information-technology-services/standards-files/it_asset_disposal_standard.pdf
- Disposal Handbook - https://www2.gov.bc.ca/assets/gov/government/services-for-government-and-broader-public-sector/buy-goods-services-and-construction/reference-resources/disposal_handbook.pdf
- Information Management Act - <https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/15027>

3. BC Public Service Agency:

- Accountability Framework for Human Resource Management Appendix A - <https://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/accountability-framework/human-resource-investigations?keyword=investigation>
- BCPSA Onboarding process - <https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/new-employees/when-you-start>
- BC Public Service Agency (BCPSA) HR Policy #14 - <https://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/policy?keyword=HR&keyword=policy&keyword=#14>
- BC PSA's Teleworking Agreement - https://www2.gov.bc.ca/assets/gov/careers/all-employees/work-arrangements/telework_agreement.docx
- Flexible Work in the BC Public Service FAQ - https://www2.gov.bc.ca/assets/gov/careers/all-employees/work-arrangements/flexible-work/flexible_work_in_the_bc_public_service_faq.pdf

- Flexible Workplaces and Information Security - <https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/work-arrangements/flexible-workplaces/get-started-with-flexible-work-in-the-bc-public-service/flexible-work-readiness-reflection-and-discussion/information-security?keyword=flexible&keyword=workplace&keyword=and&keyword=information&keyword=security>
- Human Resources Policy Documents - <https://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/policy/hr-policy-pdf>
- Information and Communications Technology (ICT) Agreement - https://www2.gov.bc.ca/assets/gov/careers/forms-tools/all-employees/information_communication_technology_agreement.pdf
- Oath of Employment for BC Public Service Employees - <https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/new-employees/when-you-start/first-three-months/oath>
- Security Screening - <https://www2.gov.bc.ca/gov/content/careers-myhr/hiring-managers/process/extend-offer/security-screening?keyword=employee&keyword=screening>
- Standards of Conduct for BC Public Service Employees - <https://www2.gov.bc.ca/gov/content/careers-myhr/about-the-bc-public-service/ethics-standards-of-conduct/standards-of-conduct?keyword=standards&keyword=of&keyword=conduct>
- The Learning Centre - <https://compass.gww.gov.bc.ca/learning/>
- Volunteers from Outside the BC Public Service - https://www2.gov.bc.ca/assets/gov/careers/managers-supervisors/managing-employee-labour-relations/hr-policy-pdf-documents/10_volunteers_from_outside_the_bc_public_service_policy.pdf

4. Core Policy and Procedures Manual (CPPM):

(<https://www2.gov.bc.ca/gov/content/governments/policies-for-government/core-policy>)

- Chapter 6: Procurement - <https://www2.gov.bc.ca/gov/content/governments/policies-for-government/core-policy/policies/procurement>
- Chapter 8: Asset Management - <https://www2.gov.bc.ca/gov/content/governments/policies-for-government/core-policy/policies/asset-management>

- Chapter 12: Information Management and Information Technology Management - <https://www2.gov.bc.ca/gov/content/governments/policies-for-government/core-policy/policies/im-it-management>
- Chapter 14: Risk Management - <https://www2.gov.bc.ca/gov/content/governments/policies-for-government/core-policy/policies/risk-management>
- Chapter 15: Security - <https://www2.gov.bc.ca/gov/content/governments/policies-for-government/core-policy/policies/security>
- Chapter 16: Business Continuity Management - <https://www2.gov.bc.ca/gov/content/governments/policies-for-government/core-policy/policies/business-continuity-management>
- Chapter 20: Loss Management - <https://www2.gov.bc.ca/gov/content/governments/policies-for-government/core-policy/policies/loss-management>

5. Corporate Information and Records Management Office:

- Appropriate Use Policy - https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/services-policies-for-government/policies-procedures/appropriate-use-policy/appropriate_use_policy.pdf
- Applications and Software Guide - https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/services-policies-for-government/policies-procedures/appropriate-use-policy/application_software_guide.pdf
- Freedom of Information - <https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/open-government/open-information/freedom-of-information>
- Freedom of Information and Protection of Privacy Act (FOIPPA) - https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96165_00
- FOIPPA Manual - <https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual>
- Information Incident Management Policy (IIMP) - https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/services-policies-for-government/information-management-technology/information-privacy/resources/policies-guidelines/iimp_final.pdf
- Information Incident Checklist (provides high-level guidance for responding; to be read in conjunction with the IIMP) - https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/services-policies-for-government/information-management-technology/information-privacy/resources/policies-guidelines/information_incident_checklist_final.pdf

- Managing Government Information Policy (MGIP) - <https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/government-records?keyword=managing&keyword=government&keyword=information&keyword=policy>
- Personal Information Protection Act (PIPA) - https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_03063_01
- Privacy & Personal Information in the Public Sector - <https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/privacy>
- Privacy Impact Assessments - <https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/privacy/privacy-impact-assessments>
- Privacy Management and Accountability Policy (PMAP) - https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/services-policies-for-government/information-management-technology/information-privacy/resources/policies-guidelines/privacy_management_accountability_policy_-_final.pdf
- Privacy and Information Management Training - <https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/privacy/training>
- Process for Responding to Privacy Breaches (read in conjunction with the IIMP) - <https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/privacy/privacy-breaches>
- Records Management - <https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/records-management>

6. Critical Systems:

- Critical Systems Standard - https://www2.gov.bc.ca/assets/gov/government/services-for-government-and-broader-public-sector/information-technology-services/standards-files/criticalsystemsstandard_v30.pdf
- Critical System Guidelines - <https://www2.gov.bc.ca/assets/download/6A6B9CF32FD94B68965962BD40B8C165>

7. Cryptographic Standards for Information Protection:

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- https://www2.gov.bc.ca/assets/gov/government/services-for-government-and-broader-public-sector/information-technology-services/standards-files/cryptographic_standards_v17.pdf

8. Solicitation processes and templates:

(<https://www2.gov.bc.ca/gov/content/bc-procurement-resources/buy-for-government/solicitation-processes-and-templates>)

- General Service Agreement Template - <https://www2.gov.bc.ca/assets/download/46D047100C284FAF97276CBF14DEEBF4>
- Cloud Security Schedule - <https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/information-security/cloud-security-schedule>
- Schedule G: Security Schedule (part of GSA, see GSA Information)

9. Information Incident Management:

- Information Incident Management Policy - see **Bullet #5** above.
- Information Incident Checklist – see **Bullet #5** above.

10. Information Management & Technology:

(<https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology>)

- Identity and Authentication Services - <https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/identity-and-authentication-services>
- Information Management/Information Technology (IM/IT) Guidelines - <https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/im-it-standards/find-a-guideline-policy>
- Information Management/Information Technology (IM/IT) Standards - https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/im-it-standards/find-a-standard#sw_dev
- Information Security Standards and Guidelines - <https://intranet.gov.bc.ca/thehub/ocio/ocio-enterprise-services/information-security-branch/information-security-standards-and-guidelines> 🔒

11. Information Security Resources:

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- Corporate Information Risk Reporting - <https://intranet.gov.bc.ca/thehub/ocio/ocio-enterprise-services/information-security-branch/vulnerability-and-risk-management/risk-management/corporate-information-risk-reporting> 🔒
 - Exemptions from an Information Security Policy or an IM/IT or Architecture Standard - <https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/im-it-standards/exemptions>
 - How to Protect Your Home Computer Tip Guide - https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/services-policies-for-government/information-management-technology/information-security/information-security-awareness/how_to_protect_your_home_computer_tip_guide.pdf
 - Information Security Awareness Resources - <https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/information-security/information-security-awareness>
 - Information Security Classification - <https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/information-security/information-security-classification>
 - Information Security Policy - https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/services-policies-for-government/information-management-technology/information-security/isp_v4.pdf
 - Information Security - <https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/information-security>
 - Security 101 Guidebook – The Basics of Information Security in the Government of British Columbia - https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/services-policies-for-government/information-management-technology/information-security/security101_guidebook_feb2018.pdf
 - Security Threat and Risk Assessment - <https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/information-security/security-threat-and-risk-assessment>
 - Security While Travelling - <https://intranet.qa.gov.bc.ca/thehub/ocio/ocio-enterprise-services/information-security-branch/security-awareness/security-while-travelling> 🔒

12. Intellectual Property Management

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- <https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/intellectual-property>

13. Office of the Government Chief Information Officer:

(<https://www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/central-government-agencies/office-of-the-chief-information-officer>)

- A to Z Services Index - https://ssbc-client.gov.bc.ca/services/Index_AZ.htm 🔒
- Client Resource Centre - <https://ssbc-client.gov.bc.ca/> 🔒
- IM/IT Standards - <https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/im-it-standards/find-a-standard>
- Mobile Device Guidelines for BC Public Employees - https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/services-policies-for-government/policies-procedures/it-policies/mobile_device_guidelines.pdf
- OCIO Enterprise Services Division intranet site - <https://intranet.gov.bc.ca/thehub/ocio/ocio-enterprise-services/> 🔒
- Remote Access Services - <https://ssbc-client.gov.bc.ca/services/RemoteAccess/overview.htm> 🔒
- Service Bulletins - <https://ociomysc.service-now.com/sp> 🔒

14. Government Chief Risk Office:

- General Incident or Loss Report (GILR) process and form - <http://gilr.gov.bc.ca/>