



## STANDARD OPERATING PROCEDURE

<b>Title:</b>	7.6 Acceptable Use of Computer Accounts		
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<b>Revision History</b>		
<b>Date</b>	<b>Reviewer</b>	<b>Summary of revision</b>
Jan2006	Mark Wilkinson & Wendy Alexander	No revisions
Feb2007	Mark Wilkinson & Wendy Alexander	No revisions
Feb2008	Byron Kuo and Mark Wilkinson	No revisions
25Apr2008	Jacqui Brinkman	Revision History table added, replacing "Last Date Reviewed and Reviewer" box Updated UBC weblink, 'B' under references
28April2009	Joe Comeau	No revisions
19Apr2012	Raquel Park/Joe Comeau	Update "iCAPTURE Centre" to "JHRC"
Aug 2013	Raquel Park/Joe Comeau	Update "JHRC" to "HLI"

### 1. BACKGROUND

User accounts provide timely access to appropriate data for authorized users.

### 2. PURPOSE

Reducing risk associated with the existence of unauthorized, uncontrolled, outdated, or expired user accounts is accomplished through consistent, effective and efficient process account management, monitoring processes and secure staff behavior.



### 3. SCOPE

The computer network and associated resources are supported by Information Technology (IT) Services to assist users to accomplish tasks related to and consistent with the mission of the James Hogg Research Centre. This policy applies to all HLI employees, contractors, vendors and agents who use a computer account to connect to the HLI network and/or information, and to do work on behalf of the Centre, including reading or sending e-mail and viewing Intranet or Internet web resources. Information processing devices include all forms of personal computers, organizers, mobile phones, including paper or other forms used to record personal information.

### 4. POLICY STATEMENT

The HLI provides staff with accounts to access information and system resources consistent with business needs. Each user is responsible for ensuring that their use of resources is appropriate. Each user, who will have access to the network, will be given the *Acceptable Use of Computer Systems Manual* and will sign an agreement stating that they have read and understood the terms and conditions. Failure to comply with the Agreement may result in disciplinary action up to and including loss of privileges or termination of employment contract or association.

### 5. PROCEDURE

Requirements will be provided with the user's employment offer letter and are a condition of employment. The agreement must be completed prior to an account being activated. See *Acceptable Use of Computer Systems* manual.

### 6. REFERENCES

- A. Centre for Heart Lung Innovation Policies:
  - Agreement to Abide by the Centre for Heart Lung Innovation Policy Concerning Acceptable Use of IT Resources (see Appendix);
  - Acceptable Use of Computer Systems – Manual (see Appendix).
- B. UBC Policy #104: Responsible Use of Information Technology Facilities and Services (<http://www.universitycounsel.ubc.ca/policies/policy104.pdf>)
- C. CSA *Model Code* Principle #7, Safeguards.
- D. *Play IT Safe: A Practical Guide to IT Security for everyone* works in General Practice, National Health Service, Information Authority, UK, October 2001.
- E. *Code of Practice for Safeguarding Health Information, Position Statement and Recommendations*, Canadian Health Record Association/Canadian College of Health Record Administrators.