

BRIEFING NOTE

TO: Board of Directors

FROM: Fazal Khan, Registrar, CEO

DATE: December 4 and 5, 2023

SUBJECT: Technology and Cyber Security Policy (2-13) Monitoring Report

For Decision

For Information

Monitoring Report

Purpose:

To provide the Board with a monitoring report on the Technology and Cyber Security Policy, in accordance with the monitoring report schedule approved by the Board.

CEO Interpretation and Evidence:

The Technology and Cyber Security Policy (2-13) was approved by the Board in 2022.

The information contained in this monitoring report represents compliance with a reasonable interpretation of the policy. The monitoring report covers the period from **October 2022 to December 2023**.

The next Technology and Cybersecurity Policy Monitoring Report is due in **September/October 2024**.

Policy Requirement	Interpretation and Evidence
Taking steps to ensure that adequate technology is in place to permit the College to meet its public protection mandate.	The Registrar, CEO ensures that adequate technology is in place by ensuring that hardware is regularly maintained and replaced as it nears the end of its warranty to avoid interruptions to operations. Budgetary needs for technology are reviewed with the Finance Committee annually and brought to the Board for approval. The College's IT provider is responsible for providing network, cloud, and endpoint security, and provides the Registrar with a monthly proactive monitoring report. In 2023, 35% of existing computer hardware was replaced with new warranties extending to 2027. Additional investments in Boardroom audio/visual upgrades were also made to enhance the quality of the College's in person and hybrid meetings.
Regularly reviewing the College's data and technology plan to identify areas for improvement or adaptation.	The Registrar, CEO regularly reviews the College's data and technology plan with the Executive Strategist of the College's IT provider. During these meetings, any upgrades or updates to existing systems are identified and discussed, as well as any new software or programs which can provide an added layer of

	cybersecurity. The IT provider furthermore alerts the College between meetings if any areas require urgent attention.
<p>Taking reasonable steps to safeguard the College’s information technology infrastructure. This will include taking reasonable steps to:</p> <p>a) Minimize the likelihood and impact of service disruptions and/or cybersecurity threats;</p> <p>And</p> <p>b) Protect the College’s data loss, damage, theft, or unauthorized collection, use or disclosure.</p>	<p>The Registrar, CEO has taken the following steps to safeguard the College’s information technology infrastructure by:</p> <ul style="list-style-type: none"> - ensuring that all College staff are completing ongoing training modules which educate users about cybersecurity threats and regularly test their knowledge - ensuring that documents are backed up in shared folders to minimize the impact of lost data if a machine is compromised - ensuring that the College’s IT provider regularly tests its cybersecurity monitoring tools to identify and correct any weaknesses - ensuring that the College is financially protected from the impacts of data loss, damage, theft, or unauthorized collection, use, or disclosure by an encompassing insurance policy - overseeing the migration of the iMIS database to a secure cloud based platform to safeguard Registrant/College information, and maintain business continuity

Recommendations/Action Required:

- 1) Does the Board agree that the Registrar, CEO’s interpretation of the Technology and Cybersecurity Policy was reasonable?
- 2) Does the Board agree that the Registrar, CEO complied with this policy as reasonably interpreted?