

ATTACHMENT "A"

CITY OF LANGLEY USER ACKNOWLEDGEMENT OF INFORMATION TECHNOLOGY POLICY

I hereby acknowledge that I have read and understood the City's Information Technology Policy in its entirety and will comply with requirements as set therein.

I understand that the City's electronic communication devices and services are for City business use only and while the City endeavours to provide a reasonable level of privacy, users should be aware that the data (records, information) they create and store on corporate systems is subject to the Freedom of Information and Protection of Privacy Act (the Act) and, accordingly, the City has the right to request access to data contained on any corporate system used by a user in order to meet the requirements of the Act. The City has the right to request access to city devices at any time to review compliance with this Policy. Finally, I understand that violation of this Policy may result in disciplinary action or termination of contract.

I acknowledge that upon the end of my employment, ceasing holding an elected office or end of contract with the City of Langley, I will return the City issued device(s) to the City for examination and removal of City records and data. Upon completion, City provided devices will follow established reclamation or disposal procedures.

Name: _____

Signature: _____

Date: _____

the express permission of the City Manager who may authorize the consumption of alcohol on City premises for the purpose of special occasion functions.

7. Employees who are found to be in contravention of this policy will be subject to disciplinary action up to and including dismissal.
8. If the standby person determines that an employee who has been called out after normal working hours is impaired by alcohol or mood altering substances, he has the duty and obligation to relieve the called out employee of this duties and arrange for a safe ride home for the employee, at the expense of the employee, and that employee will not receive any remuneration for such call out. If necessary, the City may pay for a taxi ride home for the employee and such expense of the taxi will be deducted from the employee's next cheque.
9. The City recognizes alcohol and substance addiction as a treatable disease. It is committed to the health and safety of its employees through a procedure that will not tolerate substance abuse where such abuse affects individual employee job performance.
10. This procedure is designed to provide clearer expectations of supervisors and their employee and encourage employees with substance use problems to seek help to address their problems.
11. The City encourages employees who are experiencing problems with alcohol and/or drug abuse to seek assistance voluntarily for such problems through available treatment, counseling and/or rehabilitation programs. The confidentiality of all records for any employees who seek assistance through such programs will be maintained to the extent reasonably possible. Furthermore, the employee's decision to seek assistance voluntarily, before City intervention, will not be the basis for disciplinary action. However, if an employee violates the provisions of this policy or does not meet satisfactory standards of work performance as a result of substance use, appropriate disciplinary action will be taken up to and including termination.
12. Each employee has a personal responsibility to themselves, other employees and the City to help eliminate drug and alcohol misuse in the workplace. Alcohol or drug dependency is a treatable condition and early intervention greatly improves the probability of lasting recovery.

I, _____ have read and understand this policy.
(Print Name)

Signature

Date

Any personal information collected by the City of Langley in connection with Microsoft programs will be collected for Office Productivity and Collaboration purposes under the authority of s.26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA). Personal information may also be accessed, exchanged, or collected to facilitate interactions between staff for the purposes of Office Productivity and Collaboration under the authority of s.27 of FOIPPA. If you have any questions about this collection, please contact:

Kelly Kenney, Corporate Officer
604.514.4591

20399 Douglas Crescent
Langley, BC V3A 4B3

Consent:

I understand that information may be collected from my corporate device and may be used and disclosed for the purposes outlined above. This consent will be considered valid from the date at which it is signed until I no longer require the use of City-supplied devices and software. I acknowledge that upon my end of employment or term with the City of Langley, I will return the City issued device(s) to the City for examination and removal of City records and data.

I also hereby acknowledge that I have read this consent form and understand that information will be collected from my device and may stored outside of Canada.

Name: _____

Signature: _____

Date: _____

This form must be signed, dated, and returned to Corporate Services before a corporate device may be issued to a user of the City of Langley. If a user has already been enrolled in receiving these services with a device such as a phone, tablet, or laptop with data access, it must be returned if consent is not provided.

Legislation that governs the use of confidential and personal information

1. ***The Freedom of Information and Protection of Privacy Act (FoIPPA):*** FoIPPA is mandatory legislation that governs all aspects of managing personal information, including its collection, use, and disclosure.
2. ***Freedom of Information and Protection of Privacy Regulation:*** The FoIPPA Regulation supports the application of FoIPPA with regard to purposes for collecting personal information, disclosure of personal information, and consent to collect personal information on someone else's behalf.
3. ***Personal Information Protection Act:*** PIPA is the privacy legislation that most privacy companies, organizations etc., must comply with to manage personal information.
4. ***The Personal Information Protection and Electronic Documents Act (PIPEDA):*** This is federal privacy legislation that federally regulated companies must comply with to manage their personal information.