1   SCOPE

1(1)   Authority

(a)   This policy is issued under the authority of the Deputy Ministers Review Committee on March 7, 2023.

1(2)   Application

(a)   This policy applies to all government departments as listed in General Administration Manual Policy 2.1.

1(3)   Effective Date

(a)   This policy takes effect on March 7, 2023.

1(4)   Purpose

(a)   This policy establishes a government-wide information governance framework that brings together and integrates all policy elements related to sound information governance. The elements include:

- information management;
- information security;
- privacy;
- access to information;
- information technology; and
- open information and open data.

(b)   The purpose of this policy is to ensure that the Government of Yukon's information is:

- **Well-managed** - Information is created and received within standards that ensure quality, authenticity and interoperability; classified to enable easy access and retention; maintained to support its authenticity, reliability, and usability; and at the end of its lifecycle, either disposed of or transferred to Yukon Archives according to an approved records disposition schedule.

- **Secure** - Risk-based, standardized security practices and controls are implemented, monitored and maintained, and standardized security classification of information is in place, based on sensitivity.

- **Privacy protected** - Information is privacy protected by identifying, assessing and mitigating privacy impacts and risks through the sound management and protection of personal information.

- **Accessible** - Information is accessible to the public through an open government catalogue, or by requests under the *Access to Information and Protection of Privacy Act,* including requests for correction of personal information.

1(5) Overview

Every day the Yukon government creates, collects, uses, shares and stores vast quantities of information. That information affords evidence of what has happened and is the basis of planning, decisions and actions - and it ultimately belongs to the Yukon public. Our responsibility – and our challenge – is to manage information well so that it is available and suitable to make informed decisions, evaluate program outcomes, facilitate transparent and accountable governing, and provide a historical record.

All employees create, collect, use, and share information resources as part of their daily work and accordingly, have a role in effectively managing the information resources under their control. This policy speaks to the roles of key government committees and senior officials. Supporting directives, standards, guidelines and tools under this policy will speak to the specific roles for all employees in managing information and data.

In this framework, the same principles apply to both paper and electronic information, namely, that government information is well-managed, secure, privacy-protected and accessible. At the same time, this policy seeks to modernize and advance the effectiveness of government operations by promoting and facilitating the move to electronic information management. As the Yukon government increasingly levers technology to manage its information, it strengthens its ability to access, use, share, protect and preserve its information resources. Much more than that, however, it gains the ability to standardize across government - to creating interoperable information and data that enables:

- Service integration and a consistent user experience across programs;
- Unprecedented opportunities for information sharing and collaboration;
- Proactively released information and data to support the private sector; and
- Enterprise-level management, ranging from common problems being solved once and shared, to amalgamating essential data and information that adds up across government.

1(6) Definitions

(a) *Information Governance*: Accountability framework for managing all organizational information as a valued asset, including the requisite authorities, governance, processes and infrastructure.

(b) *Information Management*: Activities to control the creation and receipt of information; its organization, use, and dissemination; its maintenance, protection and preservation; its disposition; and evaluation.

(c) *Information Security*: The practice of safeguarding information from unauthorized access, use, disclosure, disruption, modification, inspection, recording or destruction.

(d) *Record*: Recorded information, regardless of medium, created, received and maintained by an organization or individual in pursuance of its legal obligations or in the transaction of business.

2   AUTHORITY AND LEADERSHIP

2(1)   Information Governance

(a) Authority for the governance of information is established by the *Financial Administration Act*, the *Access to Information and Protection of Privacy Act*, *Health Information Privacy and Management Act*, and the *Archives Act*, with other statutes providing additional authorities.

(b) Under the direction of the Deputy Ministers Review Committee, this policy establishes that Highways and Public Works is the Government of Yukon policy authority on the management of information governance, subject to subsection 2(1)(d) and except where the *Archives Act*, the *Health Information Privacy and Management Act,* the *Financial Administration Act* and other legislation provides otherwise.

(c) As policy authority, Highways and Public Works develops and manages the implementation of information governance-related policies. Once approved by the Deputy Minister, subject to subsection 2(1)(d), compliance with policies is mandatory.

(d) The Deputy Ministers Review Committee must review and approve a policy instrument if it requires significant use of or additional resources.

(e) Highways and Public Works hosts the Office of the Chief Information Officer. This policy provides the Chief Information Officer the authority to create directives, standards, guidelines and tools on the areas identified in section 1(4)(a). The Deputy Minister of Highways and Public Works is the final approval authority on all policy instruments, subject to subsection 2(1)(d).

(f) Tourism and Culture hosts Yukon Archives and the Territorial Archivist, who is appointed by the Commissioner in Executive Council. In accordance with the *Archives Act*, the Archivist provides leadership, issues guidance documents, standards, training materials and policies to assist departments in supporting their records management program responsibilities.

3   ROLES AND RESPONSIBILITIES

3(1)   Chief Information Officer, Highways and Public Works

(a)   Develops policy instruments within the information governance framework, including but not limited to the elements identified in subsection 1(4)(a), except where the *Archives Act, Health Information Privacy and Management Act, Financial Administration Act* and other legislation provide otherwise.

(b)   Ensures that all policy instruments are developed in consultation with departmental representatives and relevant interdepartmental committees, aiming to achieve consensus so that each policy instrument:

- represents an appropriate course of action for strengthening information management or addressing information management issues;
- provides clear direction to departments on how to orient their information governance activities toward the achievement of results;
- strikes a balance that respects the responsibilities and priorities of departments while instilling a minimum standard of information management; and
- balances requirements with the capacity (skills and resources) of departments to deliver.

(c)   Provides high quality policy support services to departments, including:

- leadership on policy direction and development;
- interpretation of policy requirements;
- training, seminars, awareness and other forms of capacity building; and
- guides and tools in response to departmental needs.

(d)   Leads the interdepartmental Information Governance Committee whose mandate is to work together and support Highways and Public Works in developing:

- policy instruments that operationalize legislative requirements, establish minimum standards of management, and put in place whole-of-government solutions where they make sense;
- implementation plans that are commensurate with departmental skills and capacity; and
- ongoing support and capacity-building services for departments.

(e)   Supports the Deputy Ministers Review Committee in their leadership role by providing advice and briefing the committee (and other senior departmental decision makers, committees and council members) on information governance issues, requirements, challenges, plans, progress and results.

(f)   Provides advice to the Deputy Ministers Review Committee on information-related technologies and opportunities to improve service delivery.

(g)   Measures compliance with information governance policy instruments annually and reports the results along with recommended follow-up actions and consequences to the Deputy Ministers Review Committee.

(h)   Develops strategies and plans that enable government departments to realize

opportunities to coordinate and share information technology resources and investments.

(i)   Develops and manages infrastructure shared by departments.

(j)   Supports the activities of the departments by providing a pool of skilled resources to broker project management, deployment, and operational support services to programs and services.

(k)   Acts as the principal point of contact for requests made under the *Access to Information and Protection of Privacy Act*, as the corporate point of contact and ongoing liaison with the Information and Privacy Commissioner and provides leadership on government responses to requests made under the *Act*.

(l)   Operates a Records Centre where departments may store records to meet their operational requirements.

(m)   Coordinates the capital planning process with the Information Resource Management Committee for the government's strategic priorities.

(n)   Along with the Information Resource Management Committee, reviews the list of proposed IT investments and authorizes its submission to Management Board.

3(2)   **Deputy Minister of Highways and Public Works**

(a)   The Deputy Minister of Highways and Public Works will have final approval authority on all policy instruments, subject to subsection 2(1)(d).

(b)   Provides strategic direction on information governance.

(c)   Monitors and provides oversight on policy performance and compliance.

3(3)   **Deputy Ministers of Departments**

(a)   Appoints an official to serve as the departmental lead on information governance and fully participates on the interdepartmental Information Governance Committee. They will be representing both the needs of their department and of government overall by participating in the design of whole-of-government policy solutions.

(b)   Monitors compliance with information governance policy instruments within their department.

(c)   Ensures that departmental programs and services integrate information governance requirements, including records classification, information security and protection of privacy.

    (d)   Ensures electronic systems are the preferred means of creating, using and managing information.

3(4)   Territorial Archivist, Tourism and Culture

    (a)   Appraises records for final disposition and approves records schedules.

    (b)   Provides advice, training, standards, guidance documents and other assistance to departments to help with life cycling records and the final disposition approval process.

3(5)   Information Governance Committee

    (a)   Develops and co-ordinates the corporate view on the management and integration of information resources.

    (b)   Manages information so that it is available and suitable to make informed decisions, evaluate program outcomes, facilitate transparent and accountable governing and provide a historical record.

    (c)   Provides a mechanism through which departments may share with the Chief Information Officer any information governance concerns and priorities that may arise.

4   ENQUIRIES

4(1)   Questions on any aspect of this policy can be directed to the Chief Information Officer of Information & Communications Technology (ICT) at Highways and Public Works.