IT Governance

NORTHWESTERN POLYTECHNIC

TITLE OF THE POLICY			
Effective Date	August 5, 2025	Policy Type	Administrative
Responsibility	Vice-President, Administration	Related Policies	Acceptable Use Passwords Security Privacy Disclosure Records Management Data Governance Procurement
Approval Authority	Executive Council	Review Schedule	Every 5 years

1. Policy Statement:

This IT governance policy is designed to establish a framework for managing Northwestern Polytechnic's (NWP) Information Technology (IT) resources in a secure, effective, and efficient manner. The policy sets out the roles and responsibilities of key stakeholders, outlines the procedures for decision-making, and provides guidance for the use of IT resources.

2. Scope:

This policy applies to all members of the NWP community who use, access, or manage IT resources, including but not limited to, faculty, staff, students, contractors, and vendors. The policy covers all aspects of IT governance, including strategic planning, budgeting, procurement, deployment, maintenance, and disposal of IT resources.

3. Reason for Policy:

NWP recognizes the importance of Information Technology in achieving its mission of providing high-quality education, research, and services. IT resources are essential tools for communication, collaboration, learning, and innovation. However, IT also presents risks and challenges, such as cybersecurity threats, data privacy concerns, and ethical dilemmas. This policy is intended to promote the responsible use and management of IT resources, ensure compliance with applicable laws and regulations, and align IT with NWP's goals, values, and strategic objectives.

4. Definitions:

Standard Operating Procedure (SOP) is a procedure specific to your operation that describes the activities necessary to complete tasks.

Service Level Agreement (SLA) defines the level of service expected by a customer from a supplier,

laying out the metrics by which that service is measured,

Information Technology Lifecycle are stages through of planning, purchasing, deployment, maintenance, replacement, and disposal.

5. The Policy:

This IT governance policy aims to provide a framework for the effective management of the NWP's Information Technology resources. The policy outlines the roles and responsibilities of key stakeholders, defines the procedures for decision-making, and provides guidance for the use of resources within the IT lifecycle. The policy describes the principles used to create secure, effective, and sustainable systems, aligned with NWP's goals and objectives.

5.1. Governance Structure

As directed by the Vice President of Administration, the Director of IT is accountable for the strategic direction and priorities of the IT department including investments and initiatives, developing policies, and monitoring the related performance risks. Standard Operating Procedures (SOPs) are developed to ensure policy compliance, effective project implementation, and efficient operations. The IT strategic plan aligns the organizational goal with department objectives while defining performance indicators. The department is collectively responsible for managing the quality, integrity, and confidentiality of specific types of data, ensuring compliance with applicable laws, regulations, and requirements.

An IT Steering Committee consisting of the Director of IT, representatives from the academic and business departments provides guidance in the development of IT policy, strategic direction, and operational needs.

5.2. Procurement and Deployment

NWP follows a standardized procurement process for IT resources, including hardware, software, and services. The procurement process shall include requirements according to NWP's Procurement Policy. An inventory of IT resources is maintained, including information on the location, status, and age of each resource. The polytechnic shall follow a standardized deployment process for IT resources.

5.3. Maintenance and Support

NWP maintains procedures for the ongoing maintenance and support of IT resources, including regular updates, patches, backups, and repairs. Technical support is provided to users of IT resources, including help desk services, classroom support, and business systems as defined by SOPs. IT personnel monitor the performance and availability of IT resources and respond promptly to any issues or outages in keeping with service level agreements (SLA).

5.4. Security, Privacy, and Responsible Use

The polytechnic shall implement and maintain a comprehensive IT security program that includes policies, procedures, and controls to protect IT resources and data from unauthorized access, use, disclosure, modification, or destruction. The security program shall cover all aspects of IT security,

including network security, system security, application security, data security, physical security, and personnel security. The polytechnic shall conduct regular risk assessments and security audits to identify and mitigate security risks. The polytechnic shall comply with all applicable laws and regulations related to data privacy and security.

5.5.   Disposal and Decommissioning

NWP follows established procedures for the secure disposal and recycling of IT resources at the end of their useful life. All data and software are securely erased or destroyed before disposal or recycling in compliance with all applicable laws and regulations related to the disposal and recycling of electronic waste.

Stakeholder	Responsibilities
Board of Governors	• Support the Policy.
Executive Council	• Approve and formally support the Policy.
Vice-President, Administration	• Review and formally support the Policy. • Ensure alignment of this policy to the Organizational Strategic Plan
IT Steering Committee	• Provides guidance for the IT Department regarding the academic and business needs related to information technology systems.
IT Director	• Develop and maintain the Policy.
IT Management	• Maintain IT procedures
IT Team Members	• Implement the IT procedures

5.6.   Exceptions to this policy must be approved by the Director, Information Technology.

6.   Revision History

6.1.   Initial version approved by Executive Council August 2025