

| LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA<br>POLICY MANUAL |                                                   |
|-----------------------------------------------------------|---------------------------------------------------|
| <b>SECTION</b>                                            | Information Management / Information Technology   |
| <b>POLICY</b>                                             | 5305 – Information Technology Resource Allocation |

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Objective</b>                                              | To outline the allocation, replacement, and repair of information technology resources to ensure that users are equipped with the information technology resources necessary to fulfill their job requirements in a cost-effective manner.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Application</b>                                            | This policy applies to all external hires and employees of the Legislative Assembly appointed under section 39 of the <i>Constitution Act</i> (R.S.B.C. 1996, c. 66).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Authority</b>                                              | Legislative Assembly operational policies are approved by the Clerk of the Legislative Assembly, as per <i>Policy 1000 – Legislative Assembly Policy Framework</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Key Definitions</b>                                        | <p><b>“app”</b> means an electronic mobile application that can be used to create, access, share, modify, or store information;</p> <p><b>“device”</b> means any electronic computer device, mobile device, or peripheral device that supports an employee’s job function;</p> <p><b>“ITD”</b> means the Information Technology Department;</p> <p><b>“information technology (IT) resource”</b> means all equipment, hardware, peripherals, apps, and software (including requisite licenses) related to devices and servers;</p> <p><b>“Privacy Impact Assessment”</b> or <b>“PIA”</b> means a formal process used to evaluate and manage the privacy impacts associated with new information technology resources;</p> <p><b>“Security Threat and Risk Assessment”</b> or <b>“STRA”</b> means a formal process used to assess digital risks and promote informed risk-based decisions about information assets;</p> <p><b>“software”</b> means an electronic desktop application that can be used to create, access, share, modify, or store information.</p> |
| <b>1. General</b>                                             | .01 All costs noted throughout this policy are subject to <i>Policy 3000 – General Expenditure</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>2. Standard Information Technology Resource Allocation</b> | .01 Where operationally required, as supported by departmental business needs, an employee will be provided with the following individual IT resource allocation that considers the availability of shared office IT resources (e.g., networked multi-function printer and scanner):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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- a) one (1) Windows-based personal computing device equipped with a suite of standard software;
- b) up to two (2) desktop monitors;
- c) one (1) Internet Protocol telephone or headset; and
- d) associated peripherals such as a mouse, keyboard, webcam, docking station, carrying case, or any other peripherals as determined by the ITD and listed in the IT Peripheral Listing available on the Intranet.

- .02 An employee may only install software made available through the ITD's approved software repositories.
- .03 Additional information technology resources required to facilitate a remote work arrangement in accordance with *Policy 4605 – Remote Work* must be approved in accordance with the process outlined in section 3.01.

### 3. Non-Standard Information Technology Resources

- .01 If an employee requires an information technology resource that is not provided within the standard information technology resource allocation noted in section 2.01, a *Non-Standard Information Technology Resource Request Form* or *Asset Approval Requisition Form* (if applicable) must be submitted by their department head to the ITD when the following thresholds are met:
  - a) Hardware: if the cost exceeds \$250.00 (excluding GST).
  - b) Software: if the cost exceeds \$75.00/year or \$150.00 (one-time) (excluding GST).

- .02 Costs associated with the provision of non-standard devices and software will be borne by the requesting department.
- .03 Non-standard software requested by an employee must be approved by the Director, Information Technology prior to installation. The department head of the requesting department must submit a PIA to the Director, Digital Information Governance and Strategy, and a STRA for the requested software to the Director, Information Technology for review and approval prior to installation or implementation as outlined in section 5.

### 4. Apps

- .01 Subject to compliance with *Policy 5405 – Appropriate Use*, an employee may install a non-standard app on a device issued to them; however, the ITD may restrict access to any apps that it identifies as posing a risk to the confidentiality and security of Legislative Assembly information and resources.

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- .02 Costs associated with the provision of non-standard apps will be borne by the requesting department.

#### 5. Privacy and Security Assessment

- .01 A PIA and STRA must be completed prior to:
- a) significantly modifying existing software, including the IT resources listed in the ITD's approved repositories and any internally developed purpose-built app or software;
  - b) installing a new app that will access and/or store Legislative Assembly information or data; or
  - c) implementing a new software solution.

A STRA must also be completed when adopting new systems hardware (e.g., computers, mobile devices, servers).

- .02 A PIA is considered complete when the Digital Information Office has reviewed and signed it.
- .03 A STRA is considered complete when a Statement of Acceptable Risk (SOAR) has been signed by the respective department head, reviewed and accepted by the ITD security team, and approved by the Chief Information Officer.
- .04 A PIA and STRA previously approved for another department may be leveraged by a non-initiating department for the same IT resource provided that the intended use is deemed equivalent by the Digital Information Office and the ITD. Any expansion of the scope of original application requires documentation and that a revised PIA and STRA be signed off.

#### 6. Device Lifecycle

- .01 Legislative Assembly-issued devices will be replaced in accordance with Appendix 1 – Information Technology Device Refresh Schedule. Any non-standard device replaced in accordance with Appendix 1 will require the completion of a *Non-Standard Information Technology Resource Request Form* unless one had been completed previously and the employee's job responsibilities have not changed.
- .02 The cost associated with replacing standard devices and software in accordance with Appendix 1 – Information Technology Device Refresh Schedule will be borne by the ITD. A department is otherwise responsible unless the Director, Information Technology determines it to be reasonable to fund the replacement.

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- .03 An employee may submit a *Non-Standard Information Technology Resource Request Form* requesting that their device be upgraded sooner than stipulated within Appendix 1 – Information Technology Device Refresh Schedule if the existing device no longer meets the employee's operational or departmental requirements. In such a case, the ITD will attempt to redistribute the replaced device, if possible.
- .04 Departments are responsible for the costs associated with purchasing and replacing those devices not included within Appendix 1 – Information Technology Device Refresh Schedule, including specialized electronic equipment and non-standard hardware and software applications.
- .05 The ITD is responsible for facilitating the repair of devices that it has supplied and for any associated costs.
- .06 When a device fails:
  - a) an estimate will be sought for its repair;
  - b) if it has previously been repaired or if the cost of repair is greater than 60 percent of the cost of replacing the device, the ITD, in consultation with the department, will determine whether the device should be repaired or replaced; and
  - c) the cost of repairing or replacing a device will be incurred by the ITD if it originally supplied the device. Departments will be responsible for the cost of repairing or replacing devices that they purchased.

### Contact

Please contact the Information Technology Department with any questions regarding this policy at [ServiceDesk@leg.bc.ca](mailto:ServiceDesk@leg.bc.ca).

### Procedures

*Non-Standard Information Technology Resource Request Form*  
*Asset Approval Requisition Form*  
*Privacy Impact Assessment (PIA)*  
*Security Threat Risk Assessment (STRA)*

### References

***Policy 3000 – General Expenditure***  
***Policy 4605 – Remote Work***  
***Policy 5405 – Appropriate Use***

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*Kate Ryan-Lloyd*

Approved and authorized by  
Kate Ryan-Lloyd, Clerk of the Legislative Assembly

*November 15, 2021*

Date

**POLICY HISTORY**

|           |                    |
|-----------|--------------------|
| Version 1 | September 13, 2005 |
| Version 2 | March 6, 2017      |
| Version 3 | November 15, 2021  |

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**APPENDIX 1**  
**INFORMATION TECHNOLOGY DEVICE REFRESH SCHEDULE**

| Device             | Useful Life (years) |
|--------------------|---------------------|
| Desktop Computers  | 4 to 5              |
| Notebook Computers | 4 to 5              |
| Monitors           | 4 to 8              |
| Smartphones        | 2 to 3              |
| Tablets            | 2 to 3              |

*Effective November 2021.*