

Arts and Science Undergraduate Society of Queen's University

# Information, Technology and Privacy Policy Manual



Responsibility:	Governance Officer
Approved by:	Assembly
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# PART 1: INFORMATION TECHNOLOGY DIRECTOR

## SECTION 1 | GENERAL

### 1.01.01

The Information Technology Director shall be responsible for managing the Society's IT framework and equipment. They shall be responsible for adhering to the various governing documents of the Society relating to the sharing of private and personal information, as well as the ASUS Policy Manual and Constitution.

### 1.01.02

During the academic year, the responsibilities of the IT Director shall include but not be limited to the following:

- i) Managing and developing the Society's IT framework and hardware;
- ii) Educating volunteers and employees of the ASUS of appropriate procedures to report IT support issues;
- iii) Maintaining workstations used by ASUS Executive, Commissioners, Officers, and Directors;
- iv) Working with various ASUS clubs and/or committees to ensure effective usage of IT services;
- v) Collaborating with the Alma Mater Society IT Office on the deletion of email accounts that have been inactive for 6 months or longer, as well as the creation of new email accounts; The IT Director is required to keep on file the name and email of every ASUS account holder and pass that information along to the IT Office of the Alma Mater Society;
- vi) Managing and updating the Society's IT framework and hardware as deemed necessary;
- vii) Overseeing the wellbeing of all Society IT hardware including but not limited to printers, computers, monitors, routers, modems, or software;
- viii) Managing all website content from ASUS teams, clubs, and committees, that is hosted on the Society webpage and affiliated webpages;

- ix) Updating the slider on the main page of website with content submitted by
- x) Marketing Commissioner;
  
- xi) Sit as a member of the University IT Services Student Advisory Committee
  
- xii) Manage all the use and maintain the state of ASUS Technology Lending Library devices
  
- xiii) Oversee the Technology Lending Library bookings page alongside the Vice President (Operations) and Front Desk Team

#### 1.01.03

The ASUS IT Director shall be responsible for managing and overseeing all active accounts within the society.

#### 1.01.04

Regulations in regard to the management of accounts shall be as follows:

- i) The designated account holder must use discretion when allowing other group members access to their group account;
  
- ii) The IT Officer is required to keep on file the name and email of every ASUS account holder and pass that information along to the IT office of the Alma Mater Society;
  
- iii) At the end of a user's term, the user is required to send an email to the IT Officer relinquishing their access to the account, allowing for it to be transitioned to the new user. This email will contain the information of the new account owner, including the Queen's email address at which the new user can be contacted and the name of the new account holder/user.

#### 1.01.05

Due to the sensitive nature of information given to the IT Director, the position holder must remain compliant with the governing documents of the ASUS, Queen's University, and the Province of Ontario outlining the collection and distribution of personal or private information;

#### 1.01.06

The outgoing IT Director shall ensure that the incoming IT Director is adequately informed on, but not limited to, the information listed below:

- i) All passwords for accounts managed within the Society;

- ii) The IT framework and hardware within the Society;
- iii) The Society website and design process;
- iv) Holding training sessions for 5 hours for transition.
- v) Use of the Technology Lending Library

#### 1.01.07

The ASUS IT Director with support of the Vice President (Operations) will hold the direct responsibility of the ASUS Technology Lending Library, computers and iPads. Management of this resource will oversee:

- i. Maintain the Technology Lending Library booking website
- ii. Maintain the physical state of the computers
- iii. Maintain the state of the computers. Included but not limited to;
  - a. Ensure the privacy of student accounts
  - b. Examining the physical and internal state of returned devices
  - c. Updating computer softwares/programs
- iv. Report harmful or concerning issues to the Vice President (Operations)
- v. Oversee responsible use of Technology Library in accordance to the ASUS Technology Lending Library waiver form and ASUS Technology Lending Library booking website

### PART 1: INFORMATION TECHNOLOGY DIRECTOR

#### SECTION 2 | TECHNOLOGY LENDING LIBRARY

#### 2.02.01

The ASUS Technology Lending Library is overseen by the Vice President (Operations) and IT Director to provide students with temporary technology resources.

#### 2.02.02.

The Technology Lending Library consists of;

- a. ASUS laptops (2)
- b. Apple iPads (4)

#### 2.02.03

All requests to use library computers are to be done by students through the booking portal on the ASUS website and may be booked for a maximum of seven (7) consecutive days unless otherwise approved by the IT Director or Vice President of Operations. Failure to provide a Queen's email is subject to automatic cancellation of a booking.

#### 2.02.04

The ASUS IT Director, Vice President (Operations) and Front Desk Team directly oversee technology lending requests. Prior to providing this resource, students must complete a physical responsibility waiver form at the ASUS front desk. The form will consist of;

- a. First and Last Name
- b. Date
- c. Student Number
- d. Queen's Email
- e. Device Number
- f. Acknowledgement of the ASUS Technology Lending Library waiver
- g. Signature

#### 2.02.05

The Technology Lending Library waiver serves to protect ASUS technology from damage by holding students accountable for misuse of ASUS property. The waiver will establish guidelines that hold the borrower responsible for the immediate repair or replacement of any significant internal/external that disrupts use of the resource for other students.

#### 2.02.06

ASUS does not tolerate the misuse of technology that may pose potential harm or damage. Students who use technology inappropriately are subject to immediate suspension of this resource.

## PART 2: GENERAL POLICY

### SECTION 1 | POLICY ON THE USE OF THE ASUS LOGO

#### 2.01.01

It is essential, that all forms of advertising and other external documentation prominently bear the ASUS logo and the words 'The Arts and Science Undergraduate Society' in order for students to associate ASUS with its various committees.

- i) Note: In all instances of 'The Arts and Science Undergraduate Society', the phrase 'Your Arts and Science Undergraduate Society' is an acceptable substitution.

ii) Note: The phrase 'represents ASUS' is in reference to any form of documentation produced through an ASUS Commission (i.e. by a member of executive, commissioner, year society, committee or service)

iii) Note: The Graphics Design committee is responsible for updating the design of any of the standardized media mentioned herein. This media will be made available to any volunteer in the society through a member of ASUS Council.

#### 2.01.02

All poster and newspaper advertising that represents ASUS must bear the ASUS logo and the phrase 'The Arts and Science Undergraduate Society' together, in the form of a standardized design template. There are versions of the template available for every standard newspaper advertisement and poster size. The design of the aforementioned template may be changed at the discretion of the Marketing Commissioner.

#### 2.01.03

All other forms of advertising that represent ASUS (i.e. banners, business cards, pamphlets, etc.) must bear the ASUS logo and the words 'The Arts and Science Undergraduate Society' in a visible and legible manner, preferably in the bottom right corner of the advertisement (where it is feasible to do so). The committee's respective commissioner may make a decision in the event that it is infeasible to include the ASUS logo.

#### 2.01.04

All letters leaving ASUS must be printed on ASUS letterhead and mailed in ASUS envelopes. All faxes leaving ASUS printed on ASUS letterhead and faxed using the ASUS coversheet.

#### 2.01.05

All clothing that represents ASUS must bear the ASUS logo. Each committee's respective Commissioner may make a decision on logo placement. The words 'The Arts & Science Undergraduate Society' may be used at the discretion of the respective committee. Suggestions for logo placement on t-shirts include:

- i) On the back, just below the neck;
- ii) On the right sleeve;
- iii) On the left breast.

## SECTION 2 | ASUS ETHICAL PURCHASING POLICY

#### 2.02.01

This section constitutes purchasing policy for the Vice-President of The Arts and Science Undergraduate Society and any individual who is charged with spending ASUS student dollars through all ASUS accounts (ASUS General, ASUS Jackets, Departmental Student Councils, and the Permanent Year Society).

#### 2.02.02

The Arts and Science Undergraduate Society is committed to conducting business with suppliers that value and engage in fair and sustainable operating practices. ASUS is committed to ensuring that student dollars support only businesses and organizations that espouse these principles.

#### 2.02.03

Minimum guidelines established by the International Labour Organization (ILO), the United Nations (UN) Universal Declaration of Human Rights and the UN convention of the Rights of the Child will serve as the guiding principles of this policy. Specifically, statutes relating to the following issues will guide this policy:

- i) Working Hours
- ii) Overtime Compensation
- iii) Forced Labour
- iv) Health and Safety
- v) Non-discrimination
- vi) Harassment or Abuse
- vii) Freedom of Association
- viii) Child Labour

#### 2.02.04

All contracts made with businesses and suppliers will include a specific statement of endorsement, including their obligation towards ensuring their suppliers and contractors abide by these principles.

#### 2.02.05

The ASUS Executive will be charged with jointly enforcing this policy and evaluating potential and current businesses regarding their adherence to it.

#### 2.02.06

The Executive may deny any purchase using Society funds that they deem inappropriate.



#### 2.02.07

The Society shall not purchase alcohol, tobacco, or other controlled and restricted substances. The Society shall not partake in gambling using funds raised from students. The Society shall not promote or fund events which are illegal, promote the violation of the Queen's Code of Conduct, or are of an unethical or immoral nature.

#### 2.02.08

The Executive reserves the right to cancel any event or refuse funding to events which they deem of an unethical or immoral nature, subject to appeal to the Advisory Board.

### SECTION 3 | PERMANENT RECORDS

#### 2.03.01

To maintain permanent records of important information for the Society in a manner readily accessible to all members, particularly those volunteering at the Society.

#### 2.03.02

The duties of the Outgoing Governance Officer in regard to Permanent Records shall be:

- i) To compile the information noted below into a single document;
- ii) To present a draft of the document to Assembly for approval at the Annual General Meeting of the Society.

#### 2.03.03

The duties of the Incoming Governance Officer in regard to Permanent Records shall be:

- i) To provide any information missing at the time of the Annual General Meeting (e.g. final budgets);
- ii) To forward a copy of the completed document to the incoming Archives Committee Chair, the Dean's office, and the ASUS General Manager;
- iii) To place a copy of the completed document in the front office of the Core for public use.

#### 2.03.04

The duties of the Incoming Chief Archivist in regard to Permanent Records shall be:

- i) To forward the completed document to the Queen's Archives.

#### 2.03.05

The ASUS Records Retention Policy shall exist to maintain and catalog any documentation pertaining to the operation of the society.

#### 2.03.06

The Records Retention policy shall apply to both public and private documents whether they be digital or handwritten. It shall also extend to emails and other forms of correspondence about ASUS affairs.

#### 2.03.07

ASUS Human Resources materials are exempted as they fall under their own policy. Any handwritten or physical document shall be scanned and digitized for cataloging. All documentation will be collected on a monthly basis from all ASUS executive and council members. This process will be done by adding all digital documents to the ASUS database.

#### 2.03.08

Any hand written documentation shall be submitted to the Governance officer for digitization and filing.

#### 2.03.09

Human resources documentation, Emails, slack conversations and other forms of communication are once again exempt from this collection process. Under no circumstance shall any ASUS employee delete or destroy any documentation, emails or any other correspondence.

#### 2.03.10

All information deemed to be suitable for the public shall be accessible to all Queen's University faculty and students. Sensitive or private information shall only be accessed by ASUS executive, council members or through application, processed by the governance office. This policy shall not apply to Human Resources documentation;

#### 2.03.11

The information contained in the annual records shall include but not be limited to:

- i) General
  - a) Names of all Assembly members, Commissioners, Chairs, Year Society Council, etc., and estimated number of members per Committee;
  - b) Society Proposed and Final Budget;
  - c) List and description of major accomplishments (per Commissioner and Executive);
  - d) List and description of major Assembly events: policy changes, interpretations, and discussion topics;
  - e) Formal, Camps, and Orientation Committee Budgets (proposed and final);
  - f) Award winners & grants recipients

ii) Special Facts

- a) Number of students represented by the Society i.e. paying activity fee;
- b) Overall size of budget of the Society (all accounts);
- c) Amount awarded in honoraria to students;
- d) Amount awarded in salaries to students (including summer positions);
- e) Amount awarded in salaries to staff f) Amount donated to charities (Community Outreach and the ASUS Orientation Fundraising Project);
- f) Estimated total number of volunteers in the Society;
- g) Number of students attending Formal;
- h) Number of students attending ASUS Movie Theatre (entire year);
- i) List of movies shown at ASUS Movie Theatre;
- j) Number of incoming students participating in Orientation Week;
- k) Number of students purchasing Jackets;
- l) Number of submissions to the Undergraduate Review.