

## 8.6 INFORMATION TECHNOLOGY PLAN POLICY

The Burnaby Association for Community Inclusion will ensure an Information Technology (IT) Plan is in place at all times.

BACI's IT Plan will guide the effective & efficient deployment of hardware, software, and security to support the users, service delivery objectives, and business systems of the Association.

The IT Plan may include but is not limited to BACI's practices and safeguards for:

- Support and training related to information and technology
- Backup of data
- Disaster recovery plans
- Anti-virus software
- Firewalls
- Confidentiality of data
- Assistive technology deployment
- Security against threats such as viruses, Trojans, phishing, spam, spoofing and any other trends in security threats

The IT Plan will be drafted by the Senior Manager of Technology (or designate) with input from related interested parties. The Senior Manager of Technology will report to the Management team on a minimum bi-annual basis to ensure accuracy and relevance.

The IT Plan will be guided by the Accessibility Plan to ensure that the development and deployment of information systems are accessible.

BACI will update the IT Plan annually at a minimum, or as required due to changing systems or internal or external trends.

In the procurement or tendering of hardware or software BACI will apply our Purposeful Purchasing Policy (as outlined in Policy 11.1).

### **Linking Policies:**

- 1.8 Code of Ethics
- 1.12 Accreditation Policy
- 2.1 Accessibility Policy