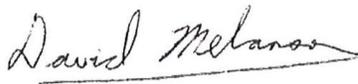
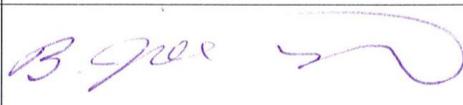
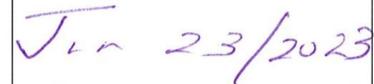


STANDARD	Bring Your Own Device (BYOD)
Owner: BTS	Approved Date: January 23, 2023

SUMMARY

This standard outlines the requirements for employees to use personally owned devices in the pursuit of college business.

APPROVAL

Approved by:	Dave Melanson	Position:	Director, Business Technology Services (BTS)
Signature:		Date:	January 20, 2023
Approved by:	Jill Matthew	Position:	VP, Administration & Chief Financial Officer
Signature:		Date:	

SCOPE

Non-NorQuest owned and managed technology interacting with any/all digital data utilized for the purpose of carrying out the mission of NorQuest College.

AUTHORITY

This standard has been created under the authority of Corporate Services & Finance and BTS which maintains the right to ensure that this standard is adhered to.

ENFORCEMENT

Any NorQuest user found to have violated this standard may be subject to disciplinary action including, but not limited to, termination of employment. Any violation of the standard by a temporary worker, contractor or vendor may result in, but not limited to, the termination of their contract or assignment with NorQuest. As obligated by provincial and federal laws, NorQuest will notify appropriate law enforcement agencies when it appears that any applicable laws have been violated.

EXCEPTIONS

A request for exception to this standard must be submitted for approval to the Director of BTS by following the process as described in the Digital Security Exception Request Procedure. Granted exceptions will be for up to a one-year term and will be reviewed annually at which time the exception may be revoked, revalidated, or extended for another one-year term. Exceptions will be maintained by BTS.

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STANDARD

1. All employees will be eligible to use their personal cellphones for access to buildings and meeting spaces in all buildings on the NorQuest main campus, using the **NQ Mobile Connect** application.
2. Employees may be eligible to use their personal electronic devices for additional work purposes when authorized in writing, in advance, by their supervisor. Personal electronic devices include, but are not limited to, personally owned cellphones, smartphones, tablets, laptops, and computers.
 - a. The use of personal devices may be limited to certain employees because of their job function or other criteria deemed appropriate by NorQuest management.
3. Authorization may be withdrawn for Bring Your Own Device (BYOD) access without notification.
4. In all cases, any NorQuest data that may reside on a BYOD device remains the property of NorQuest and must adhere to the Data Encryption Standard.
5. For the purposes of official NorQuest records and the records management process, BYOD devices will never be the primary repository.
 - a. All official records will be stored on NorQuest approved data storage locations
 - b. Access to these records may be granted to BYOD devices for creation and normal manipulation
 - c. Employees will be responsible to ensure that any official records that are accessed or manipulated with BYOD devices follow all Records Management requirements ([the Q - Records/Information Management \(RIM\) Toolkit \(NorQuest.ca\)](#))
 - d. In the case that an access request is made under the *Freedom of Information and Protection of Privacy (FOIP) Act*, and official college records reside on a BYOD device, the employee will be required to search for and produce the records requested.
6. Freedom of Information and Protection of Privacy (FOIP) Act
 - a. The BYOD user is required to adhere to all [college policy and procedures](#) including the FOIP Act Policy and the Protection of Privacy Procedure.
 - b. The BYOD user will take every precaution to protect access to any college owned data on their device. Unauthorized access should be reported to the Compliance Office via email (Compliance@NorQuest.ca) immediately upon discovery of the event to determine an appropriate breach mitigation strategy.
7. BYOD Devices are permitted to connect to the NorQuest Portal and leverage the appropriate Terminal Service to interact with NorQuest onsite data through a Remote Desktop Session.
8. BYOD Devices are not permitted to make VPN tunnel connections to the NorQuest environment.
9. The following platforms are permitted for BYOD:
 - a. Microsoft supported Windows operating system (OS) versions
 - b. Apple supported iPhone iOS versions
 - c. Apple supported Macintosh computers MacOS versions
 - d. Apple supported iPad tablet iPadOS versions
 - e. Smartphones with supported Android (mobile OS) versions
10. If the operating system is not listed above, then it is not permitted for BYOD use.
11. Employees using a BYOD Device will not receive a stipend. All costs associated with their personal device are the responsibility of the device owner.

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12. BYOD devices are required to be protected by PIN, password or biometrics that meets the requirements as noted in the Mobile Device Standard.

a. Device must auto lock within timeframes as noted in the Mobile Device Standard

Apple iOS:

<https://support.apple.com/en-ca/guide/iphone/iph14a867ae/ios>

Apple iPadOS:

<https://support.apple.com/en-lb/guide/ipad/ipadce941aa4/ipados>

Apple macOS:

<https://support.apple.com/en-ca/guide/mac-help/mh35902/mac>

Android:

<https://support.google.com/android/answer/9079129?hl=en>

Windows:

[Personalize your lock screen - Microsoft Support](#)

DEFINITIONS

1. **BYOD** - Stands for “Bring Your Own Device” and encompasses the use of a personally owned device that is utilized in the pursuit of NorQuest College business and interacts with NorQuest data.
2. **BYOD Devices** – include personally owned technologies such as: iPhones, Android phones, iPads, Android tablets, Laptops, and desktop devices.

REVISION HISTORY

Date	Version	Author	Summary of Changes
Nov 16, 2021	0.1	Curtis L. Blais	Initial draft
Sep 27, 2022	0.2	Peter Rajic	Incorporated changes based on feedback from People and Talent Operations
Nov 16, 2022	0.3	Peter Rajic	Incorporated changes based on feedback from BTS
Nov 17, 2022	0.4	Peter Rajic	Incorporated changes based on feedback from Compliance
Nov 28, 2022	0.5	Peter Rajic	Incorporated additional changes based on feedback from People and Talent Operations
Dec 16, 2022	1.0	Peter Rajic	Approved Version
Jan 20, 2023	1.1	Dave Melanson	Data classification changed from Confidential to Public after being reviewed by Compliance
Jan 23, 2023	1.2	Dave Melanson	Signed Version