3.0 Information Security

Accurate, complete and timely information is essential to the effective functioning of the University. The University Information Security Policy that is based on 3 previous policies provides a framework to manage such information. All faculty, staff, consultants, service providers, contractors and agents of McMaster University are expected to comply with this policy.

3.1 Information Integrity

3.1.01 Access to Information and its Protection

All faculty and staff and all third parties of McMaster University and its subcontractors and agents may occasionally be provided with electronic access to confidential information stored in McMaster University systems. The privacy and security of such information must be maintained at all times to protect the information from disclosure, destruction, loss, or alteration. To facilitate information integrity, faculties, schools, departments, and all other offices of the University are required to expeditiously notify the IT Security Officer when changes in account privileges, account closure or reassignment is required (e.g., upon reassignment of duties).
All McMaster University computer account holders are expected to use the University information resources in accordance with the Code of Conduct (1.1.02 of the Use of McMaster Computers and Networks Policy) and applicable University policies. Any activity found not to be consistent with this policy may result in appropriate disciplinary actions as per McMaster University policies. Any violations of this policy must be reported to the IT Security Officer.

As an employee of McMaster University, you must maintain the confidentiality of information to which you have access. This includes, but is not limited to information associated with students, study subjects, staff and faculty. Confidential information is to be held in the strictest confidence, whether means of access to such information is verbal, documented, computerized, or otherwise obtained. Breach of confidence includes intentional or involuntary unauthorized release of this information, and could lead to disciplinary action up to, and including, termination of employment.

3.1.02 Intellectual Property and Copyrighted Material

RESPECT for the intellectual work of others has traditionally been essential to the mission of McMaster University. As members of the academic community, we value the free exchange of ideas. Just as we do not tolerate plagiarism, we do not condone the unauthorized copying of software, including programs, applications, databases and code. UNAUTHORIZED copying, downloading, and/or re-distribution of copyrighted material without the permission of the copyright owner are illegal and are in violation of this policy, and may be subject to disciplinary action and/or criminal penalties.

Definition and ownership of Intellectual Property is governed by McMaster University's Joint Intellectual Property Policy

3.1.02 Information Security and Preservation

UTS has an obligation to provide accurate, reliable information to authorized recipients and to preserve vital records. McMaster University is increasingly dependent on the accuracy, availability, and accessibility of information stored electronically and on the computing and networking resources that store, process, and transmit this information