

Manual: Board of Directors

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Approved by:	Board of Directors Tom Soucy, Chairperson	Approved on:	2024-06-25

PURPOSE

Guide the use of the Microsoft Teams application as a confidential electronic document sharing solution for meetings of the Board of Directors (the “Board”) and its committees.

DEFINITION

Microsoft Teams is an application that allows users to share and edit documents and to collaborate across a range of devices and that provides enterprise-grade security.

POLICY

Documents required for meetings of the Board and its committees are distributed to the members of the Board and its committees in electronic format. iPads are issued to Board members for this purpose. Members cannot use their own iPads to access these electronic documents.

Directly affected

- Board members
- Leadership Team
- Other persons invited to Board meetings

TERMS OF USE

1. General use of Microsoft Teams

- 1.1. Access to the Microsoft Teams solution for confidential electronic document sharing is managed by the Administrative Assistant to the President and Chief Executive Officer

(the “CEO”). This includes access to files/documents in general, the length of time for offline access, annotation permissions, and the withdrawal of access, where appropriate.

- 1.2. Documents obtained through Microsoft Teams must be treated as confidential and protected in accordance with the By-Laws and policies of Vitalité Health Network (the “Network”) on confidentiality.
- 1.3. Users are required to have a Network email address that is associated with their Microsoft Teams access and the mobile device management solution.
- 1.4. Electronic documents are made available as follows:
 - 1.4.1 Electronic documents are made available in accordance with the Board policy;
 - 1.4.2 Under exceptional circumstances, amendments to documents can be communicated up to 24 hours before a meeting or in accordance with the Board’s policy.
- 1.5. Electronic documents can be annotated.
- 1.6. Any user’s location of access to Microsoft Teams, type of activity, and date/time of activity are subject to audit, which is an integrated security feature of the solution.

2. Users with Network provided iPad devices

- 2.1. iPad devices and accessories are issued to approved individuals but remain the property of the Network. The following are the default options:
 - *Hardware package:*
 - Apple iPad Pro 12.9 in (6th gen., 128 GB, Wi-Fi +Cellular);
 - Magic Keyboard;
 - Stylus.
 - *Software/connections:*
 - Preconfigured for corporate wireless access;
 - Microsoft Teams app installed;
 - Default iPad applications installed;
 - Security PIN activated;
 - Active Directory account password (changed every year).

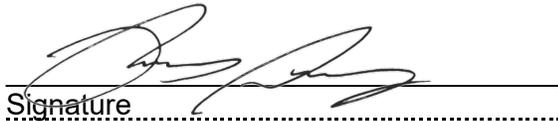
Individuals using a mobile device must undergo multi-factor authentication (MFA).

 - MFA identifies an individual based on two factors, i.e. username and password as well as another factor supplied by an application or by a text message sent to the mobile device.
 - Detailed instructions (a connection may be necessary): Service New Brunswick – Information Technology Services – Secure Access to Microsoft Office 365 of GNB.
- 2.2. Users may purchase additional accessories at their own expense (e.g. a different stylus or a case with keyboard).
- 2.3. iPad users are enrolled in a product support model. The following outlines the support available for different scenarios:
 - First time set-up: Administrative Assistant to the CEO (normal business hours);
 - General iPad functionality: Apple Support (Apple.ca > Support > iPad);
 - iTunes account: Administrative Assistant to the CEO (normal business hours);
 - Home wireless connection: Local Internet service provider (e.g. Bell Aliant, Rogers);
 - Corporate wireless connection: Administrative Assistant to the CEO (normal business hours);

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- Microsoft Teams documents/functionality: Administrative Assistant to the CEO (normal business hours).
- 2.4. If an iPad is lost or stolen, the Administrative Assistant to the CEO must be contacted immediately so that:
- Replacement arrangements can be made;
 - Microsoft Teams and email access via the lost iPad can be restricted;
 - The iPad can be reinitialized remotely (all local content will be erased (i.e. configurations, apps, photos, etc.)).
- 2.5. The Network is responsible for the costs of reasonable wear and tear on iPad devices (i.e. product defect or breakage in general, which would not, for example, cover situations such as dropping an iPad in water).
- 2.6. iPads and accessories issued by the Network as well as the security codes to unlock the iPad must be returned to the Administrative Assistant to the CEO at the end of a Board member's term.

Terms of Reference Reading and Understanding Record

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Signature _____ Date

2024-06-25

Return a signed copy to the committee chairperson following the first committee meeting in accordance with the annual schedule.

Supersedes: **Zone 1:** _____ **Zone 5:** _____
 Zone 4: _____ **Zone 6:** _____