

Category	Information Technologies and Services
Type	Procedure
Title	Information Security – Technology and Travel
Approval Authority	VP, Administration and Chief Financial Officer
Implementation Authority	Chief Information Officer
Related Policy	Information Security Policy
Related Procedure(s)	Information Security – Storage and Distribution
Related Additional Information	N/A
Original Approval Date	November 1, 2019
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Most Recent Revision Date	N/A
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PURPOSE

To define information security settings for and restrict use of **Banff Centre Devices** accessing or storing confidential, highly confidential or restricted **Banff Centre Information** when traveling outside of Canada and the United States.

SCOPE

Compliance with this Procedure extends to all members of the **Banff Centre Community** and to any other parties granted access to Banff Centre Devices where Banff Centre Information is handled or stored.

PROCEDURE

Travel to **High Risk Countries** presents unique data security challenges and requires special consideration and preparation. Electronic devices are at risk of theft, physical tampering and cyber-attacks. Because of the significant risks this poses to Banff Centre Information and systems, the ITS Helpdesk must be consulted before taking any Banff Centre Devices for travel outside of Canada and the United States.

The ITS Help Desk will consult **Government of Canada’s Travel Advice and Advisories** (<https://travel.gc.ca/travelling/advisories>) to determine the risk associated with travelling to that country. When travelling to countries that have an advisory higher than “Exercise normal security precautions”, the ITS Helpdesk will recommend leaving your computer or laptop behind and, instead, using a loaner laptop or mobile device provided by the ITS Helpdesk. This allows for secure access to Banff Centre systems while reducing the risk to Banff Centre Devices and Banff Centre Information.

The following table provides requirements for contacting the ITS Help Desk and how Banff Centre Devices will be setup based on Government of Canada’s Travel Advice and Advisories.

Country/Advisory	Contact ITS Help Desk	Devices
Canada & United States	No	Assigned devices permitted
Exercise normal security precautions	Yes	Assigned devices permitted
Exercise a high degree of caution	Yes	Loaner laptop or tablet; restrict local data stored on Banff Centre Devices
Avoid non-essential travel	Yes	Loaner laptop or tablet with remote desktop and VPN; no Banff Centre data stored on Banff Centre Devices
Avoid all travel	Yes	No Banff Centre Devices

Consultation is also required if the device is personally-owned but can access Banff Centre Information or systems (whether by VPN, email or storing documents on the device). The ITS Helpdesk will evaluate the risk of the proposed travel locations with the technology needs of the traveler and will provide options that will best protect Banff Centre.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.

Defined Term	Definition
Approval Authority	The individual or entity with the authority to approve this Procedure.
Banff Centre	Banff Centre for Arts and Creativity.
Banff Centre Community	Persons associated with Banff Centre including: <ul style="list-style-type: none"> • members of Banff Centre’s Board of Governors; • members of the Board of Directors of The Banff Centre Foundation; • members of the Senior Leadership Team ; • staff, including sessional workers; • volunteers; • artists, including practicums; • others performing activities or providing goods or services at or under the auspices of Banff Centre, including consultants, guests, vendors and contractors.
Banff Centre Devices	Computer, laptop, tablet, phone, external hard drive, USB drive or any device capable of storing Banff Centre Information.
Banff Centre Information	Information, regardless of its source, that is stored or shared on any medium (paper or electronic) in the custody or under the control of

	Banff Centre, including copyrighted material in the custody or control of Banff Centre Community members, such as works of art or computer software.
High Risk Countries	Countries listed as “Exercise a high degree of caution” or higher in the Government of Canada’s Travel Advice and Advisories.
Implementation Authority	The individual or position with responsibility for implementing this Procedure.
Senior Leadership Team	The President and CEO, together with the Vice Presidents of Banff Centre.
Government of Canada’s Travel Advice and Advisories	https://travel.gc.ca/travelling/advisories The Travel Advice and Advisories are the Government of Canada’s official source of destination-specific travel information. They give you important advice to help you to make informed decisions and to travel safely while you are abroad.

RELEVANT DOCUMENTS

- **Relevant legislation**
 - *Alberta’s Freedom of Information and Protection of Privacy Act (FOIP)*
 - *Personal Information Protection and Electronic Documents Act (PIPEDA)* – applicable to The Banff Centre Foundation only
 - *Alberta’s Personal Information Protection Act (PIPA)* – applicable to The Banff Centre Foundation only
- **Relevant standards**
 - ISO – International Organization for Standardization
 - ISO 27002 – Code of practice for information security controls
 - 9.2 – Equipment Security
 - ITIL v3 – Information Technology Infrastructure Library
 - 4.6.4.3 – Service Design: The Information Security Management System
 - CSEC – Communications Security Establishment Canada
 - ITSG-06 – Clearing and Declassifying Electronic Data Storage Devices
 - COBIT – Control Objectives for Information and Related Technologies
 - DS5.7 – Protection of Security Technology
 - DS12.2 – Physical Security Measures
- **Relevant Banff Centre policies and procedures**
 - *Policy – Code of Ethics*

- *Policy – Information Security Policy*

MODIFICATION HISTORY

- Original Approval Date: November 1, 2019
- Effective Date: November 1, 2019
- Subsequent Revision Dates: November 1, 2021

CONTACT

For enquiries relating to this Procedure, please contact the Chief Information Officer:

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