

Remote Teaching and Learning Preparedness Task Force

June 11, 2020

Recommendation – Develop a checklist of security and privacy considerations for the acquisition of new software.

IT Services will develop a brief checklist/guide for those who require specialized software, so they are informed as to what to look for in high-level terms regarding privacy and security.

- Nova Scotia has strict laws on what, and where, data can be stored.
- A privacy impact assessment and contract review may be required prior to purchase and implementation of systems that store data in the cloud.
- A checklist/guide will assist faculty as they explore specialized software to meet their requirements

Rationale:

- Faculty, staff and student privacy is fundamental and needs to be a prime consideration when implementing new software.
- Not everyone is familiar with the legislation and other considerations regarding procuring new software and the impact it can have on implementation.
- There are requirements for delivering online classes that cannot be met by the set of tools recommended by the Task Force. Faculty with specialized needs are responsible to find the tools they need.
- Some guidance in what to look for in terms of privacy and security of tools, particularly those that are cloud based, will help faculty determine the potential viability.

What's next:

- IT Services will build a checklist/guide to have available to anyone who is looking to acquire new software.
- Make the list accessible and part of the request process.
- Provide information related to PII/DPA and FOI/POP legislation for reference

