

MOBILE DEVICE

– Policy –

1. PURPOSE

- 1.1 This Policy explains the security practices of the New Brunswick Institute for Research, Data and Training (NB-IRDT) with respect to the use of Mobile and Wireless Devices.
- 1.2 This Policy is in keeping with best practices regarding safeguards of Personal Information and Personal Health Information. This Policy should be read in conjunction with the *NB-IRDT Secure Research Environment Policy*.

2. SCOPE

- 2.1 This Policy applies to all NB-IRDT Employees, Approved Data Users, and Visitors.

3. DEFINITIONS

- 3.1 *Approved Data User(s)*: Individuals, such as NB-IRDT Employees, researchers, students, and government employees, who have been issued an electronic identification access card, personal identification number, and project access account following the approval of access according to all relevant NB-IRDT procedures, including a Criminal Record Check (CRC).
- 3.2 *Employee(s) (of NB-IRDT)*: All full-time and part-time, continuing and term Employees currently earning wages or salaries from NB-IRDT (including the Director). Does not include independent contractors.
- 3.3 *Mobile and Wireless Devices*: Any portable computing device such as a smartphone, tablet, laptop, or handheld device.
- 3.4 *New Brunswick Institute for Research, Data and Training (NB-IRDT)*: A Research Data Centre as defined in RTIPPA and PHIPAA. Like other Research Data Centres, NB-IRDT has the authority to compile and link Personal Information or Personal Health Information for the purposes of research, analysis, or evidence-based decision-making. NB-IRDT has three locations, with the hub located in Fredericton, and Satellite Sites located in Saint John and Moncton. These facilities are situated on the University of New Brunswick (Fredericton) campus (Keirstead Hall, 38 Dineen Drive; Units 316, 317, and 317-A); on the Saint John campus (Hazen Hall, 93-97 Tucker Park Road; Unit 339); and, on the Université de Moncton campus (Bibliothèque Champlain, 415 avenue de l'Université; salle 031).

- 3.5 *Privacy Breach*: Occurs when there is an unauthorized collection, use, disclosure, retention, or destruction of personal information as described in Section 49(c) of PHIPAA including personal health information that has been stolen, lost, or disposed of, except as permitted by the Act. Such activity is unauthorized if it occurs in contravention of applicable privacy legislation (PHIPAA and RTIPPA) or other applicable legislation.
- 3.6 *Secure Research Environment*: The infrastructure housing NB-IRDT data resources and equipment for accessing resources. The facilities are located on the University of New Brunswick (Fredericton) campus (Keirstead Hall, 38 Dineen Drive; Units 316, 317, and 317-A); on the Saint John campus (Hazen Hall, 93-97 Tucker Park Road; Unit 339); and, on the Université de Moncton campus (Bibliothèque Champlain, 415 avenue de l'Université; salle 031). The buildings housing these facilities are under respective campus security surveillance.
- 3.7 *Visitor(s)*: All persons requesting or requiring access to a NB-IRDT Secure Research Environment who are *not* NB-IRDT Employees, or Approved Data User(s).

4. POLICY STATEMENTS

- 4.1 As a Research Data Centre defined in the PHIPAA, NB-IRDT is committed to the protection of all data and respecting the terms of agreements entered on its behalf by UNB.
- 4.2 The use of Mobile and Wireless Devices in areas where data can be accessed presents a potential risk of a Privacy Breach as such devices can be used to photograph, record, and/or transmit data.
- 4.3 The use of any Mobile and/or Wireless device is not permitted within the NB-IRDT Secure Research Environment.
- 4.4 In extenuating circumstances, the NB-IRDT Systems Administrator or Designated Information Technology Services (ITS) employee may require use of such devices only in relation to hardware or software problems that require real time liaising with off-site technical personnel.
- 4.5 NB-IRDT Data Analysts and the NB-IRDT Database Administrator may use laptops in the NB-IRDT Secure Research Environment when required to assist a researcher with a data issue where other solutions are not practical. Laptops are not networked to the server, nor is it possible for any information to be added to project folders except by the NB-IRDT Database Administrator following standard NB-IRDT procedures as outlined in the *NB-IRDT Data Confidentiality and Security Policy*.

- 4.6 With exceptions to paragraph 4.5 above, NB-IRDT Employees and Approved Data Users may not use laptops or mobile devices in any NB-IRDT Secure Research Environment.

5. PROCEDURES

- 5.1 All NB-IRDT Employees are made aware of this Policy at the time of hire.
- 5.2 All Approved Data Users are clearly informed of this Policy during Data Privacy Training, Vetting Training, and Orientation.
- 5.3 All Approved Data Users are required to read this Policy and agree in writing to abide by it prior to data access being granted.
- 5.4 All Visitors are notified of this Policy prior to visitation by the NB-IRDT Employee arranging the visit.
- 5.5 Prior to entering the NB-IRDT Secure Research Environment, Visitors are reminded to keep their Mobile and Wireless Devices in their bag/pocket and not to use them for any reason while in a NB-IRDT Secure Research Environment.

6. ADMINISTRATION

6.1 Accountability

- 6.1.1 The NB-IRDT Database Administrator (Fredericton) and Satellite Site (Saint John and Moncton) Employees have the ultimate responsibility of enforcing this Policy.
- 6.1.2 NB-IRDT Employees are responsible to comply with this Policy, ensuring that Visitors are aware of and comply with the Policy and report any observed violation to the NB-IRDT Privacy Officer and NB-IRDT Database Administrator upon discovery.
- 6.1.3 A violation of this Policy by an NB-IRDT Employee is a serious offence and is subject to discipline in accordance with the appropriate UNB policy or collective agreement.

6.2 Monitoring, Auditing, and Reporting

- 6.2.1 The NB-IRDT Database Administrator, Systems Administrator, and Satellite Site Employees continuously monitor all workspaces within the Secure research facilities for any Wi-Fi or mobile device use. Behaviours indicative that such a device is in use will trigger immediate inspection of workspaces by NB-IRDT Employees. NB-IRDT Employees will conduct random checks of workspaces whenever users are present.

- 6.2.2 All violation incidents will be assessed for breach of information privacy. The *NB-IRDT Privacy Breach Policy*, which includes regular Auditing and reporting, will be followed if a breach is identified or suspected.
- 6.2.3 The NB-IRDT Privacy Officer will review incidents for mitigating measures that may be taken to prevent similar incidents from occurring; this includes upgrading security, terminating data access, and/or additional data privacy and security education.

7. RELATED DOCUMENTS

- NB-IRDT Data Confidentiality and Security Policy
- NB-IRDT Secure Research Environment Security Policy
- NB-IRDT Glossary of Data Privacy and Security Terms
- NB-IRDT Privacy Breach Policy

8. REFERENCES

- [Personal Health Information Privacy and Access Act, SNB 2009, c P-7.05](#)
- [Right to Information and Protection of Privacy Act, SNB 2009, c R-10.6](#)

9. DOCUMENT VERSION, REVIEW, AND APPROVAL HISTORY

Version	Author	Nature of Change		Date
1.0	NB-IRDT Staff	Document Creation		September 2016
Approved by		Approval Date	Effective Date	Review Date
Vice President (Research)		November 2016	November 2016	September 2017

Version	Author	Nature of Change		Date
1.1	D. Curtis Maillet	Minor Revisions		June 2017
Approved by		Approval Date	Effective Date	Review Date
Vice President (Research)		July 2017	July 2017	September 2018

Version	Author	Nature of Change		Date
2.0	D. Curtis Maillet	Major Revisions for 2018 Expansion		January 2019
Approved by		Approval Date	Effective Date	Review Date



Vice President (Research)	November 2019	November 2019	July 2020
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2.1	Nicholas Larade	Updating to current format		September 2021
2.2	NB-IRDT Staff	Content review – slight grammatical & spacing change		June 30, 2022
2.2.1	NB-IRDT Staff	Content review – slight grammatical & spacing change		May 26, 2023
Approved by VP Research UNB		Approval Date	Effective Date	Review Date
David MaGee		July 2023	July 2023	July 2024