

Administrative Procedure 141

Digital File Transfer Procedure

Background

From time to time employees in the Division move from one school to another. As a result of this movement employee digital files must also be transferred. It is the responsibility of the Division that this transfer is completed in a way that does not expose the content of those files to unauthorized users.

Procedures

1. All digital file transfers for employees will only be completed once the Information Technology Department receives a Staffing Notification from Human Resources. Information Technology will designate one staff member who will be responsible for digital transfers. Once the designated employee has completed the transfer he will confirm the action on the staffing notification form and place the document in a file. Should there be problems with the transfer of data, the issue will be discussed by the designated employee and the Director of Information Systems before any further action is undertaken to ensure the file has not been mistakenly placed in the wrong folder.

