

**Date**  
March 30, 2023

**Number**  
GP 24

**Date of Last  
Review/Revision**  
March 30, 2023

**Mandated  
Review**  
March 30, 2028

Policy Authority: Vice President Finance and Administration

Parent Policy: Acceptable Use and Security of Digital Information and  
Electronic Systems (GP 24)

- 1.0 An Authorization for File Access is required to view Digital Information either owned by a User or pertaining to a User for which the User has not given permission, except for role accounts (section 5.3.4) or in situations dealing with administrative continuity (section 5.3.3). An authorization is normally required to support an investigation or process associated with the application of this or another University Policy or legal obligation.
- 2.0 Log files and file directories are system resources and are routinely monitored by duly authorized system support staff to maintain the security, reliability, accessibility, and performance of the University's Digital Information and Electronic Systems. Systems staff are entrusted to not divulge any information pertaining to the activities of a User to anyone other than duly authorized system support staff, or as required by the Freedom of Information and Protection of Privacy Act (RSBC 1996, c. 165).
- 3.0 Neither the authorization forms nor the information arising from their use may be transmitted via any insecure communications media (e.g., email is neither acceptable nor sufficient).
- 4.0 If the Authorization for File Access is sought to support an allegation or suspicion of misuse under this policy, an Authorization for File Access form must be completed by the person making the claim.
- 5.0 If the Authorization for File Access is sought to support the application of another University Policy or legal obligation

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