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1.0 POLICY

- 1.1 Three Links Care Society (“Three Links”) utilizes wireless technology in its daily operations. It is Three Links’ intent to protect the organization's technology-based resources from unauthorized use and/or malicious attack that could result in loss of information, damage to critical applications, or damage to our public image.
- 1.2 Maintaining a secure wireless network with controlled access assists Three Links in fulfilling its obligations as a public body governed by privacy legislation in British Columbia and in Canada to protect personal information under the control of Three Links.
- 1.3 All users employing wireless methods of accessing Three Links technology resources must adhere to our defined processes for doing so, using Three Links approved access points. Unauthorized access to the wireless network is not allowed.
- 1.4 To provide wireless access to authorized users, access points are installed throughout the Care Centre. These access points connect directly to the Three Links network.
- 1.5 Three Links supports the following devices and equipment for accessing our network and systems wirelessly:
 - Access points installed by the IT consultant
 - Laptop computers using Windows 7 or higher
 - Tablets and smartphones approved by the Director of Human Resources/IT consultant
- 1.6 This policy applies to all Three Links staff, contractors and volunteers.
- 1.7 The Director of Human Resources is the Privacy Officer for Three Links Care Society and is responsible for maintaining and enforcing this policy.

2.0 GENERAL INFORMATION

- 2.1 There are a total of 27 access points located throughout the Care Centre providing approximately 90% wireless coverage.

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- 2.2 There are 3 levels of security in accessing Three Links' wireless network:
- 1) Three Links Visitors – not encrypted. Public and free access. Upon selecting this network level, users must accept terms of use and must reaffirm every hour after initial connection.
 - 2) Three Links Board – encrypted. For the exclusive use of Board members. Similar to Three Links Visitors level, except no hourly reaffirmation of usage terms after initial connection.
 - 3) Three Links – highest level of encryption as it is the corporate wifi. Access is restricted to Three Links management and select staff/contractors.

Any new user requiring access above Three Links Visitors must contact the Director of Human Resources for approval and assistance.

3.0 APPROPRIATE USE AND PROTOCOLS

- 3.1 All wireless access points on the Three Links network are centrally managed by the IT consultant. The addition of new wireless access points will be approved by the Director of Human Resources and monitored by the IT consultant. Non-sanctioned installations of wireless equipment, or use of unauthorized equipment at Three Links, are strictly forbidden.
- 3.2 The IT consultant will regularly conduct sweeps of the wireless network to ensure the integrity of the network.
- 3.3 The Director of Human Resources/IT consultant reserves the right to turn off without notice any access point connected to the network that may put Three Links' systems, data and users at risk.
- 3.4 Access point broadcast frequencies and channels shall be set and maintained by the IT consultant. Any device or equipment found to be interfering with access point signals may be subject to relocation or removal, including cordless phones, microwave ovens, cameras, light ballasts, etc.
- 3.5 All computer equipment and devices used to connect to the Three Links network must display reasonable physical security measures – eg. users are to lock their office door when stepping away from the computer.

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- 3.6 Wireless access users agree to immediately report to the Director of Human Resources any incident or suspected incidents of unauthorized access point installation.
- 3.7 Use of the wireless network is subject to the same guidelines of Three Links' Acceptable Use Policies.
- 3.8 Failure to comply with the Wireless Access Policy may result in the suspension of wireless access privileges and possible disciplinary action.

4.0 REFERENCES

- 4.1 HR Policy - HRT3300 Computer System Use
- 4.2 HR Policy - HRT1301 Social Media
- 4.3 Admin Policy – AE0415 Network Access and Acceptable Use