



Timmins and District Hospital L'Hôpital de Timmins et du district

Policy Title: DEVICE POLICY		
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A. Purpose

Board devices are issued with the intention to provide Board Members with a convenient tool to facilitate productivity and timely distribution of, and access to board packages during the delivery of their role as a TADH board member.

B. Definitions

N/A

C. Content

N/A

D. Policy/Procedure

Device usage policy:

1. Devices and all TADH Board materials remain the property of the Hospital.
2. Members are responsible for the security of the device and should take all reasonable steps to ensure its safekeeping, including the use of password protection and encryption for sensitive material.
3. Members are reminded that all **Patient Information or Corporate confidential information** saved to devices **MUST** be encrypted (by Ontario Privacy legislation).

4. All lost or stolen devices must be reported to the TADH Executive Assistant at 705-360-6050.
5. Members are to return the device to administration at the end of their term.

E. References

N/A

F. Appendices/Links

N/A