



College of
Registered
Psychotherapists
of Ontario

Type of policy: Operational	Approved by: Council
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Amendment dates:	

Council and Committee Laptops Policy

Policy Statement

All elected and publicly appointed Council members and all non-Council Committee appointees are required to use laptops provided on behalf the College of Registered Psychotherapists of Ontario for all College related work.

Purpose

The purpose of this policy is to protect against unauthorized disclosure of information required for the performance of Council and committee work.

Relevant Legislation

[RHPA, s 36\(1\)](#)

[Confidentiality CRPO By-laws, 17. Confidentiality and Schedule 3 Code of Conduct](#)

Procedures

Laptop Acceptance Agreement

All Council and committee members will be required to sign the Laptop Acceptance Agreement (Appendix A) before receiving a laptop and commencing their responsibilities.

In signing the agreement, Council and committee members agree to the following:

1. General Usage

- the laptop is to be used solely for College related purposes
- they will not modify equipment or install any personal software
- they will only store College material on the encrypted hard drive

2. Privacy

- there is no expectation of privacy regarding the use of equipment or software provided on behalf of the College
- all computer files found on College equipment belong to the College and are subject to disclosure to law enforcement or government officials, or to other third parties in accordance with the law, without prior notification or permission

3. Support

- third-party training and Help Desk support will be available to Council and committee members
- training will be provided when Council and committee members receive their laptops
- Help Desk support will be provided by the third-party leasing company



4. Replacement

- laptops will be replaced by CRPO every three (3) years

5. Loss and Damage

- Council and committee members assume personal responsibility for the physical security of the laptop
- if a laptop is lost or stolen, it is the Council or committee member's responsibility to:
 - notify the police immediately
 - inform the Help Desk as soon as is reasonably practicable

6. Viruses and Malicious Sites

- Council and committee members will:
 - exercise due caution in using the laptop with web-based and email applications
 - comply with maintenance and scheduled system updates
 - respond immediately to any virus warnings

7. Security

- passwords are not to be disclosed
- laptops are not to be used by anyone except for the Council or committee member
- laptops are not to be left unattended and logged on or unlocked