

# Housing Authority of the City of Los Angeles

## Policy on Use of Authority-Issued Information Technology Resources

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This Chapter sets forth the policy of the Housing Authority of the City of Los Angeles (the “Authority”) relating to the Use of Authority-Issued Information Technology Resources (“Policy”).

### I. Purpose & Applicability

- A. The Authority is committed to providing its Employees and appropriate Third Parties the resources necessary to facilitate the Authority’s mission and program goals and to enable them to function more effectively and efficiently. This includes, but is not limited to, issuing appropriate Information Technology (IT) resources (as that term is defined herein) for use while working at Authority-owned facilities, in the field, or from home. The purpose of this Policy is to establish guidelines for the appropriate use of IT Resources in such scenarios.
- B. This Policy applies to all Users of IT Resources.

### II. Definitions

- A. **Third Party** – Any individual, business, or other entity that is not an Authority Employee but is authorized to receive and utilize IT Resources.
- B. **Email** – A system for sending multimedia and text-based messages from one individual to another via telecommunications links between computers or terminals using dedicated software. E-mail is also known as Electronic Mail.
- C. **Employee** – Persons employed by the Authority.
- D. **IT Devices** - IT Devices consist of Authority-owned devices, including, but not limited to, desk top computers, laptops, mobile devices, smartphones and tablets.
- E. **IT Resources** - IT Resources consist of Authority-owned computers, hardware, software, and telecommunication devices and services that allow for the creation, sharing, and storage of electronic files, e-mails and data. IT Resources is a collective term that include IT Devices, software (i.e., databases, applications), and internet-based services.
- F. **Malware** – Harmful executable programs such as computer viruses, computer worms, Trojans or spyware.

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- G. **P.I.I.** – Information that can be used (either alone or in combination with other information) to identify, contact or locate a unique person. Examples include, but are not limited to, name, social security number, address, birth date, telephone number, and account numbers. P.I.I. is also known as Personal Identifiable Information.
- H. **Sensitive P.I.I.** – P.I.I. which if lost, compromised, or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual. Sensitive P.I.I. is also known as Sensitive Personal Identifiable Information.
- I. **User** – An authorized Employee or Third Party who has been issued IT Resources.

### III. User Responsibilities

At all times, Users of Authority IT Resources are expected to comply with the following:

- A. Adhere to the Authority's rules and procedures set forth in *Information Technology Policy* and *Information Technology Procedures* (collectively, the "IT Policy and Procedures").
- B. Exercise appropriate responsibility, caution, and reasonable security measures in their usage, storage and transport of IT Devices to avoid loss, damage or theft. If IT Devices are lost or stolen, the User must notify their department head as soon as possible. The User may be required to file a police report and submit a proof of filing to their department head for the Authority's records.
- C. Limit usage of Authority IT Resources for Authority business-related purposes. Personal use of the Authority's IT Resources is restricted in accordance to the IT Policy, Section X. - Unauthorized Usage of the Authority's IT Resources. Usage by individuals who are not authorized Users is strictly prohibited.
- D. Refrain from using or duplicating Authority-licensed software for non-Authority related business.
- E. Refrain from tampering with or removing any identification labels or asset tags that are attached to or displayed on IT Resources.

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### IV. Security & Confidentiality

Users must safeguard and protect P.I.I and Sensitive P.I.I. stored on IT Resources from unauthorized disclosure and all files, records, correspondence and other Authority related business materials stored upon IT Resources against misuse, destruction or loss.

### V. Issuance, Maintenance, Replacement and Return of Authority IT Resources

- A. Issuance of IT Resources is based on Authority budget and operational needs.
- B. Release of IT Resources to Users may be conditioned upon User execution of a certification of receipt or other appropriate form(s) evidencing the User has taken possession of the IT Resource and is aware of the User's responsibilities under this Policy.
- C. All maintenance on IT Resources will be performed by authorized person at the Authority's expense.
- D. IT Resources shall remain Authority property and shall be returned to the Authority upon completion of special projects, transfer to other departments, separation, or upon request.
- E. At the discretion of the department head, and where the Authority's business needs and budget permit, IT Resources that are lost, stolen or damaged may be repaired or replaced at the Authority's expense. Employees shall not be required to pay for repair or replacement of lost, stolen or damaged IT Resources.

### VI. No Expectation of Privacy

Consistent with the IT Policy, Users should not expect any right to privacy as it relates to IT Resources and/or the content of communication created, sent, received, stored and used on IT Resources.

- A. The Authority's IT Resources, whether used entirely or partially on the Authority's premises, should remain accessible to the Authority and, to the maximum extent permitted by law, will remain the sole and exclusive property of the Authority.

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- B. Users shall not maintain an expectation of privacy with respect to information created with, transmitted over, received by, or stored in any of the Authority's IT Resources. The Authority retains the right to gain access to any information created with, received by, transmitted by, or stored in any of its IT Resources, at any time, either with or without the User's knowledge, consent or approval. Personal use of the Authority's IT Resources may also be subject to examination under the California Public Records Act (Government Code § 6250 et seq.)
- C. Use of the Authority's IT Resources may be monitored or recorded. Anyone using the Authority's IT Resources consents to monitoring and recording. If monitoring or direct observation reveals evidence of possible misconduct or criminal activity, such evidence may be referred to Human Resources, law enforcement or other officials for appropriate action.
- D. While the Authority reserves the right to monitor or record any activity on its IT Resources, the Authority is not obliged to monitor or record such activity.
- E. The Authority is not responsible for any adverse consequences resulting from the personal use of the Authority's IT Resources. Users waive any claims against the Authority arising from their personal use of the Authority's IT Resources.

### VII. Violation of the Policy

- A. Violation of this Policy by a User, other than an Employee, may result in loss of use of IT Resources and/or other appropriate remedial action.
- B. Violation of this Policy by an Employee may result in loss of use of IT Resources or disciplinary action in accordance with the Personnel Rules and any applicable Memorandum of Understanding.

### VIII. Procedures

The President and CEO or designee has the authority to adopt any additional procedures necessary to implement or improve this Policy.

### IX. Amendment to the Policy

This Policy may only be amended by the Board of Commissioners, subject to meet and confer requirements pursuant to the Meyers-Milias- Brown Act.