

Departmental Policy

APPLICATION ACCESS MONITORING

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Classification Operations</td> </tr> <tr> <td style="padding: 5px;">Approval Authority UME Management</td> </tr> <tr> <td style="padding: 5px;">Implementation Authority Manager, Academic Technologies</td> </tr> <tr> <td style="padding: 5px;">Effective Date July 1, 2018</td> </tr> <tr> <td style="padding: 5px;">Latest Revision</td> </tr> </table>	Classification Operations	Approval Authority UME Management	Implementation Authority Manager, Academic Technologies	Effective Date July 1, 2018	Latest Revision	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 5px;">Table of Contents</td> </tr> <tr> <td style="padding: 5px;">Purpose</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">Scope</td> <td style="text-align: right; padding: 5px;">2</td> </tr> <tr> <td style="padding: 5px;">Definitions</td> <td style="text-align: right; padding: 5px;">3</td> </tr> <tr> <td style="padding: 5px;">Background</td> <td style="text-align: right; padding: 5px;">4</td> </tr> <tr> <td style="padding: 5px;">Responsibilities</td> <td style="text-align: right; padding: 5px;">6</td> </tr> <tr> <td style="padding: 5px;">Appendices</td> <td style="text-align: right; padding: 5px;">7</td> </tr> <tr> <td style="padding: 5px;">Process</td> <td style="text-align: right; padding: 5px;">8</td> </tr> <tr> <td style="padding: 5px;">Consequences</td> <td style="text-align: right; padding: 5px;">11</td> </tr> <tr> <td style="padding: 5px;">Approval</td> <td style="text-align: right; padding: 5px;">17</td> </tr> </table>	Table of Contents		Purpose	1	Scope	2	Definitions	3	Background	4	Responsibilities	6	Appendices	7	Process	8	Consequences	11	Approval	17
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- Purpose** **1** To define monitoring requirements of applications and databases with security classification level 3 data.
- Scope** **2** This policy applies to the software, databases and application infrastructure of the Academic Technologies Team.
- Definitions** **3** UCIT – University of Calgary Information Technologies
AT – Academic Technologies, Undergraduate Medical Education
SAAS – Software As A Service
UMEC – Undergraduate Medical Education Committee
- Background** **4** We acknowledge the possibility of behavior outside the proscribed bounds of a given user, or activity via a previously undiscovered gap in security coverage. In order to limit the consequences of such a situation, we seek to monitor logged activity and changes to data outside of the application.
- Responsibilities** **6** The ability of the AT Team to monitor application logs is limited by their roles on the server infrastructure. UCIT have additional capabilities to monitor access and access attempts.
- Appendices** **7** The University of Calgary privacy and FOIP policies are available at:
<https://www.ucalgary.ca/policies/>
Information Security Classification Standard:
https://www.ucalgary.ca/policies/files/policies/im010-03-security-standard_0.pdf

Process **8** Activity in environments that are Information Security Classification Standard Class 3 will be monitored on the following schedule, per application.

UCAN (Admissions Application) will be monitored annually after the interview period. The date of record creation will be checked against the date of record modification for changes outside of the normal business cycle. Any records that have a modification date different from the creation date will be flagged.

Dolphin (Question bank) will be monitored quarterly via application logs to view scope of access and activities correlated to users. Additionally server logs on the application server are monitored for access. Users accessing content from multiple courses in a single session would be flagged.

Vera (Preceptor Payment Validity) will be monitored semi-monthly via application logs to view scope of access and activities correlated to users. Additionally server logs on the application server are monitored for access. Flagged access will be defined as the application matures.

One45 (Clinical Workplace Assessment Tool) is a SAAS tool with access provisioning. The provisioning settings will be checked quarterly to confirm alignment with the current course and clerkship leadership and staff as approved by UMEC.

OSLER (Learning Management System) will be monitored quarterly via server logs to view scope of access and activities correlated to users. Users accessing and downloading material across multiple courses in bulk will be flagged.

Survey Tool (Student Rating Event Tool) will be monitored at least monthly via server logs to view access activity.

Consequences **11** Flagged records/activities will be sent to the Associate Dean, UME and Manager, Academic Technologies, UME.

Approval **17** *Approved:* UME Management
Effective: July 1, 2018