

**STATEMENT of POLICY and PROCEDURE**

Manual:	Information Services	SPP No.	<b>SPP-IS-002</b>
Section:		Issued:	Feb 1, 2011
Subject:	<b>Personal Digital Assistant Devices Use &amp; Contracts</b>	Effective:	Feb 1, 2011
Issue to:	All Manual Holders	Page:	1 of 2
		Replaces:	<b>2008</b>
Issued by:	Chief Operating Officer	Approved:	

**1 POLICY**

1.01 With the growing need for instantaneous communication and data access, TBRRRI has seen a significant increase in the request for use of the Personal Digital Assistant (PDA) devices. This policy is intended to provide guidance on TBRRRI's rules and guidelines for procurement and use of these devices.

**2 PURPOSE**

2.01 This Statement of Policy and Procedure specifies the guiding principles for the request and use of PDAs.

**3 SCOPE**

3.01 This policy applies to all TBRRRI staff or members.

**4 RESPONSIBILITY**

4.01 The Chief Operating Officer is responsible for assigning resources, validating eligible expenses, and endorsing purchase and/or contracts for PDAs.

**5 DEFINITIONS**

5.01 None

**6 REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE**

SPP FN 2.10 – Payment for Purchased Goods and Services  
SPP FN 2.07 – Research Support Services  
SPP IS 2.00 – Use of Information Systems

**7 PROCEDURES**

**7.01 Request for PDA**

- The COO is to approve the request for all new PDA plans:
  - Administrative employees at the position of Manager, or above, with a proven need for a PDA will be considered for approval
  - PDAs will be approved for those Scientists with a proven need, and with

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start-up or other grant funding which would deem such expenses eligible (\*Note, most standard PDA contracts are for 3 years)

- All other requests will be approved at the discretion of the COO

**7.02 Procurement of PDA**

- a. The only approved PDA is the Blackberry Device manufactured by Research in Motion. The network provider is currently TBayTel. Only certain models are approved. Please contact the TBHRSC IT Department regarding acceptable models. PDAs conforming to this standard will be synchronized with corporate email and calendars.
- b. TBRI will not reimburse the expense of the PDA if it does not meet the approved standard, and has not been approved by the COO.

**7.03 Use of PDA**

- a. The PDA is not considered a secure computing device. It is recommended that only non-confidential information be stored on the device and the password protection feature is enabled.
- b. The TBHRSC Information Technology Department will provide technical assistance on supported PDAs to all approved staff. Access to this support is available by contacting the Service Desk. Support for PDAs will only be given between Monday-Friday from 0800 – 1600 hours.
- c. The email system and by extension, the handheld blackberry are not considered crucial systems. In the event of unplanned downtime, the system will be recovered during business hours as a “best effort”.
- d. A PDA is considered an extension of and a portal to the TBRI and TBHRSC Information Systems in general, therefore, SPP-IS-001 Use of Information Systems Policy also pertains to use of PDAs.

**8 ATTACHMENTS**

None.