

# Compliance Security Standard

Information Security Branch, Ministry of Central Services

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*This document outlines the Government of Saskatchewan security standards for Compliance.*

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## Reference Documents

The following documents are available on the IT Security Services Taskroom:

- [Security Compliance Policy](#)

# 1. Compliance with Legal and Contractual Requirements

## 1.1. Identification of Applicable Legislation and Contractual Requirements

Information Owners and Service Owners are responsible for ensuring that statutory, regulatory, policy, standards, and contractual requirements of each information system are:

- identified and documented before commencing a system development or enhancement initiative; and
- reviewed prior to, or concurrent with, changes to legislation, regulation, standards or policy.

## 1.2. Intellectual Property Rights

Information Owners and Service Owners must protect intellectual property by:

- acquiring software from reputable vendors;
- maintaining proof and evidence of ownership or right to use;
- implementing controls to ensure that the maximum allowable number of users is not exceeded;
- carrying out checks to verify that only authorized software and licensed products are installed;
- adhering to license terms and conditions;
- transferring licenses to others only when authorized;
- detecting and removing unlicensed software;
- ensuring intellectual property, licensed software and information are removed from digital media prior to disposition;
- complying with the terms and conditions for software and information obtained from public networks;
- not duplicating, converting to another format or extracting from commercial recordings (video, audio) other than permitted by copyright law;
- not copying, in full or in part, books, articles, reports or other documents other than permitted by copyright law; and
- informing personnel of government standards and policies including those pertaining to appropriate use of government resources.

## 1.3. Regulation of Cryptographic Controls

Information Owners and Service Owners must:

- ensure the use of cryptographic controls when supported by the data classification;
- consult with Information Security Branch regarding the records management, electronic commerce, information access, privacy and security issues prior to acquiring cryptographic controls;
- ensure encrypted government information assets do not become unavailable due to unavailability or loss of cryptographic keys by implementing a process to manage cryptographic keys as defined by the Chief Information Security Officer; and
- if acquiring cryptographic controls from outside Canada the procurement must be from a reputable vendor who can provide reasonable assurance on the legality of import into Canada.