

HIFIS Service Provider Privacy and Security Standards

The purpose of this standard is to define the obligations of service providers using applications hosted by BC Housing.

The Role of Service Providers

The Service Provider agrees to:

1. ensure that any employee issued a password complies with the **HIFIS CONFIDENTIALITY AND USER AGREEMENT**.
2. ensure clients' personal information is viewed by employees on a need to know basis only.
3. notify BC Housing once an employee no longer needs access to HIFIS.
4. immediately cease electronic access to HIFIS and notify BC Housing if there is a reason to believe the computer and/or the service providers network has been compromised (security threat, virus, privacy breach).
5. maintain reasonable computer security measures including system and software security updates and antivirus protection.

Security guidance is available to Service Providers upon request.