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UTAH TRANSIT AUTHORITY POLICY

No. UTA.01.03

INFORMATION TECHNOLOGY

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1) Purpose.

   Technology is used throughout the agency and by all team members from the Utah Transit Authority (UTA) Board to contracted UTA employees. This policy ensures all UTA employees and contractors have a responsibility to properly use technology and minimize potential risk to UTA resulting from unauthorized use of Technology Resources and to preserve and protect the confidentiality, integrity and availability of the UTA's networks, systems, applications and data.

2) Definitions.

   "Technology Resource(s)" means any desktop, laptop, hardware, software, data, storage media, removable storage media (such as CDs and USB drives), electronic communications devices and networks (including, but not limited to, wired or wireless networks, e-mail, fax, phones, cell phones, audio and digital recordings, phone systems, voice mail **and** cloud solutions, off-site storage, Software as a Service or Infrastructure as a Service). The term also includes any operational procedures and processes used in the collection, processing, storage, sharing or distribution of information within, or with, any access beyond ordinary public access to the UTA's shared computing and network infrastructure.

   "UTA" means the Utah Transit Authority.

3) Policy.

   A. The Information Technology policy ensures that everyone's use of the UTA's information technology resources supports its public service, and administrative mission in the best possible way. Effective support of the Agency's mission requires complying with relevant legal, contractual, professional, and standard operating procedures whenever information technology resources are used. Effective support also means that individuals do not interfere with the appropriate uses of information technology resources by others.

   B. This policy broadly covers all the Agency's information technology resources – hardware, software, and content; this includes but is not limited to electronic networks, systems, computers, devices, telephones, software, data, files, and all content residing in any of these (referred to as "IT resources"). This policy applies to all electronic records of the Agency and to the information in those records, regardless of the form or the location.

   C. Each agency employee who uses any Technology Resource is responsible for following and conducting business in accordance with all applicable Utah Transit Authority and

Information Technology Policies and Procedures covering, but not limited to the following critical areas:

- Ethics and Legal - The acceptable use of technology will be used to promote the efficient, ethical and lawful use of UTA technology resources.
- Safeguarding Technology Access - Technology access control standards must be defined and followed in order to protect and safeguard UTA data and system resources against unauthorized and harmful exposure and use.
- Specialized IT Procurement Matters
    - o Technology Procurements – Safeguards must be followed in order to protect UTA's interests when acquiring technology hardware and software.
    - o Cloud Services - UTA Technology Resources must be properly acquired and protected while utilizing cloud services.
    - o Technology Service Procurements - Technology systems acquisition, development and maintenance must be performed according to industry best practices so UTA can leverage its technology investment.
- Physical Access - Physical security procedures must be implemented which l outline the process for Technology and other Support Staff team members to gain access to secure UTA data centers, computer rooms and network rooms & cabinets.
- Control Systems - Operational rules and guidelines for dealing with technical control systems and networks must be implemented and followed. Technology Governance and Standards - Rules and guidelines for data and technology governance must be implemented and followed.

Improper use of this Information Technology policy will result in discipline up to and including termination as set forth in Policy 6.3.1 - Positive People Management. Improper use includes any misuse as described in this policy, as well as any misuse that would result in violations of state or federal laws, rules, regulations or other UTA policies.

D. All staff with any direct reports are responsible to take reasonable measures to ensure their subordinates follow, understand and are aware of the Information Technology policy. The IT Director is responsible for defining the technology procedures that ensure the Agency's Technology Resources are being managed to the highest standard possible for our business.

4) Cross-References.
- Corporate Policy 1.1.10 Records Access and Management Policy
- Corporate Policy 1.2.1 Procurement Standards
- Corporate Policy 6.3.1 - Positive People Management
- Board Policy 4.2 Public Records
- UTA Policy 1.1.11 Ethics

Information Technology UTA Policy

This UTA Policy was reviewed by UTA's Chief Officers on June 1st, 2021, consented by the Board of Trustees on _____6/23/2021_____, and approved by the Executive Director on _____6/24/2021_____. This policy takes effect on the latter date.

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Alisha Garrett

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Alisha Garrett, Chief Enterprise Strategy Officer

Accountable Executive

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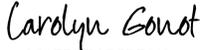
Carolyn Gonot

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Carolyn M. Gonot

Executive Director

Approved as to form:

DocuSigned by:

Mike Bell

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Counsel for the Authority

History

Date	Action	Owner
6/23/2021	Consented- Board of Trustees	
6/24/2021	Adopted - UTA.01.03 Information Technology UTA Policy	IT Director

Information Technology UTA Policy