



Information Security Glossary

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1 - Purpose

Information Security terminology and definitions need to be consistent across the various security related documents in place at Calcul Québec. The purpose of the Information Security glossary is to create a unique reference for definition of terms used within the Calcul Québec Information Security Framework.

2 - Definitions

- **CQ:** Calcul Québec
- **CQ Document:** Any document that is endorsed by or produced on behalf of Calcul Québec. It not only refers to official, approved or sanctioned documents, but to documents that exist as Draft versions. Emails are not considered CQ Document.
- **CQ Information Security Framework:** refers to a set of policies, standards, guidelines, and best practices used by Calcul Québec to ensure the security of Information and CQ Information Systems.
- **CQ Information System:** any system that can store, transmit or process information and which is managed, operated, governed or regulated by Calcul Québec.
- **CQ Team Member(s):** any individual employed by, bound to or working on behalf of Calcul Québec.
- **CQ Tenant(s):** a CQ User who has been allocated IaaS resources. In doing so, the CQ Tenant is granted access and sole responsibility for managing its dedicated resources.
- **CQ User(s):** refers to any individual who has access to Information or to a CQ Information System. Individuals accessing information or systems hosted by a CQ Tenant in a CQ IaaS environment are considered CQ Tenant's users and are therefore not CQ Users for the purposes of this policy.

- **High Risk Information:** Information should be classified as high-risk when the unauthorized disclosure, alteration, unavailability or destruction of that Information could cause major harm to the Data Subjects, Calcul Québec and/or its affiliates or Information that must be protected by law or industry regulation from unauthorized access or use.
- **Information:** any information or data transmitted, stored or processed by a CQ Information System; this includes, but is not limited to CQ User data and CQ Tenant data.
- **Information Custodian:** individual who has custody or access to Information or data and is responsible for implementing security or privacy controls. An Information Custodian applies the privacy and security rules, as set forth by the Information Steward.
- **Information Security:** refers to the processes and methodologies designed and implemented to protect the Information and CQ Information Systems from unauthorized access, misuse, disclosure, destruction, modification, or disruption.
- **Information Security Classification:** refers to an Information categorisation to ensure that appropriate security controls are being used for its protection.
- **Information Steward:** individual who oversees the lifecycle of Information and other types of data assuring the quality, integrity, and access arrangements of Information and data from the moment of its collection. They are responsible for determining the data Information Security Classification (as defined in the Directive on Information Security Classification²), for identifying security and confidentiality requirements or controls to be used for its protection, for implementing internal and external security reviews and audits, and for keeping logs. For CQ Tenants and CQ Users, they are each responsible for identifying or assigning the role of Information Steward as part of their management plan for the Information in their custody. For Information under the authority of CQ, a CQ Team Member will be the Information Steward.
- **Infrastructure as a Service (IaaS):** Services that provide CQ Tenants with a dedicated set of resources that fall solely under the CQ Tenant responsibility. IaaS is akin to a self service, where the CQ Tenant is responsible for their own services, data, users, operating system, network configuration, while leveraging CQ infrastructure to support their environment.
- **Low Risk Information:** Information should be classified as low-risk when the unauthorized disclosure, alteration, unavailability or destruction of that Information could cause minor or no harm to the Data Subjects, Calcul Québec and/or its affiliates.
- **Moderate Risk Information:** Information should be classified as moderate-risk when the unauthorized disclosure, alteration, unavailability or destruction of that Information could cause moderate harm to the Data Subjects, Calcul Québec and/or its affiliates or Information that must be protected under non-disclosure principles.
- **Personal Health Information:** any information about an identifiable individual, living or deceased, pertaining to their physical or mental health, health care, or any health related information concerning that individual.

- **Personal Information:** Any information concerning a physical person and which allows, directly or indirectly, its identification.
- **Platform as a Service (PaaS):** Services that grant CQ Users with access to Information and CQ Information Systems in a way that allow them to manage their own software and data. Other system components, such as the operating system, storage infrastructure and network layer are managed and operated by CQ.
- **Privileged Access:** a type of access that grants someone permission to perform an action that is normally unauthorized or restricted and that grants extra control over the Information or a CQ Information System.
- **Sensitive Information:** Information that is classified as High Risk Information or Very High Risk Information (See Directive on Information Security Classification¹).
- **Service Level Agreement (SLA):** is an agreement where both the service provider (CQ) and a CQ User or CQ Tenant commit to terms about the level of service being offered by CQ. It includes, but it is not limited to, the expected level of service availability, the assignment of responsibilities, the terms of access, and additional terms of use specific to the service.
- **Software as a Service (SaaS):** services that grant CQ Users with access to Information and CQ Information Systems through a software interface that allows them to manage their own data. Other system components, such as the operating system, software, storage infrastructure and network layer are managed and operated by CQ.
- **Terms of use:** is an agreement where both the service provider (CQ) and a CQ User or a CQ Tenant commits to rights and obligations with respect to the Global Calcul Québec service offering.
- **Very High Risk Information:** Information should be classified as very high-risk when the Information is not covered in previous classifications but whose unauthorized disclosure, alteration, unavailability or destruction of that Information could cause critical harm to the Data Subjects, Calcul Québec and/or its affiliates.

¹ <https://www.calculquebec.ca/directive-on-information-security-classification>