

Task/Process: Encryption Key Policy	Department: Information Technology
Prepared/Revised by: Charles Barthmann & Emily Knight	Approved by: Mark Lavaway
Date issued: September 27 <sup>th</sup> , 2018	Last reviewed: January 20 <sup>th</sup> , 2025

### **Ed Mirvish Enterprises Limited – Encryption Key Policy**

#### **Purpose:**

The intent of this policy is to establish guidelines specifically pertaining to public/private encryption keys, as utilized by computer systems associated with Ed Mirvish Enterprises Limited (EMEL). Public/Private encryption keys form the basis of secure electronic communication and storage. Whereas public keys are destined to be shared with the world at large, private keys must remain under the custody and control of employees and contractors of EMEL.

#### **Scope:**

The EMEL Encryption Key Policy applies to all areas at:

- The Princess of Wales Theatre – 300 King St. W.
- The Royal Alexandra Theatre – 260 King St. W.
- The CAA Ed Mirvish Theatre – 244 Victoria St.
- The CAA Theatre – 651 Yonge St.
- Mirvish Productions Head Office – 322 King St. W. / Remote Work Locations
- eStruxture Data Centre – 145 King Street
- All VPN/Remote Access sessions initiated by EMEL employees and contractors

#### **Policy:**

##### **General**

- Private encryption keys and the like are not to be shared outside of the company's computer systems, servers, file systems or other forms of storage media, including, but not limited to portable hard disks, flash drives, memory cards, optical discs, API keys, or paper hard copy.
- Any EMEL employee or contractor, who within the course of their job duties, generates a private/public key pair must maintain custody of the private key, and any associated password or "salt" value. The custodian of the key information must ensure that this information remains stored only on EMEL-owned computer systems, servers and file systems.
- Key custodians must ensure that the private key is not shared with, or can be accessed by outside parties, organizations or computer systems, as doing so may compromise the ability to maintain privacy and secrecy of information, or non-repudiation of computer system or electronic identities.
- Key custodians must not divulge to any third party any information about key management practices, any related security systems or passwords.
- Key custodians must formally agree in writing to the policies above before key pair generation, or inspection and use of any previously generated key.

**Evaluation:**

The Encryption Key Custodian Policy will be revised and reviewed as needed.

**Revisions:**

Revision Made	Revision Made By	Date
Adding “CAA” to the “CAA Ed Mirvish Theatre” and updating the address  Renaming our Head Office, adding our address and including the option for remote working  Basic grammatical and spelling changes  Updating titles under approval section, adding Young In Turner  Change language to gender neutral pronouns	Mark Lavaway, Jessica Lagoda & Ashley Heng	November 14, 2023
Specified API keys as being one of the other items that need to be secured from being shared outside  Basic spelling and grammar changes	Charles Barthmann; Mark Lavaway, Jessica Lagoda, Katelyn Doyle	January 20 <sup>th</sup> 2025

**Approvals:**

The following individuals have read and approved the policy herein:

Name and Title	Signature	Date
Mark Lavaway, Director of Labour Relations & Business Development		
David Mucci, Managing Director		
Jim Aldridge, General Manager, Ticketing		
Josie Di Luzio,		

Ticketing Operations and Technology Director		
Young In Turner, Director of Sales and Audience Services		