

# **THE FRIENDS OF PRESQU'ILE PARK**

## **POLICIES AND PROCEDURES**

**Policy Name:** DATA AND COMPUTER SECURITY

**Reference:** 018

**Effective Date:** February 25, 2017

**Revision Date:**

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### **POLICY**

The Board of Directors is responsible to the members for prudent management of The Friends of Presqu'ile Park (FOPP). In carrying out their duties, Board members, employees and volunteers must collect various types of data, reports, electronic files, personal and financial information. Certain volunteers and employees have use of computers purchased by the FOPP to facilitate their work.

It is the responsibility of all Board members, employees and volunteers who have access to FOPP data and computers to maintain them in a safe and secure manner in order to preserve privacy, confidentiality and business security.

### **PROCEDURES**

1. All FOPP owned computers and other electronic devices must be stored in a safe and secure location.
2. FOPP owned computers and other electronic devices must only be used for the intended FOPP business.
3. All FOPP records and other files stored on personal or FOPP owned computers must have appropriate password and anti-virus protections in place.
4. All FOPP Business documents shall be filed with the Archivist who shall ensure their proper storage.

5. All FOPP electronic files, whether stored on the website, FOPP owned device or personal computer shall be regularly backed up. Backup copies shall be maintained in a secure location.
6. All volunteers shall adhere to FOPP Document Retention and Record Keeping Policies and Procedures (Ref P & P 008) as well as FOPP Privacy Policies and Procedures (Ref P & P 010) with any data or records.

APPROVED February 25, 2017