

Community Fund of North Kootenay Lake

Data Security & Archival Policy

PURPOSE:

The purpose of this policy is to set out the standards that shall govern access to, and preservation of, confidential and historically important CFNKLS communications, records, and archival materials.

POLICY:

The CFNKLS Board recognizes that it has the responsibility to ensure the appropriate confidentiality of, and future Board access to, the many materials necessary to achieving the mission of the Society. These materials typically will include, but are not limited to, financial records; donor data; records of anonymous gifts; historical records and the minutes of Board and General Meetings; together with allied records of decisions and actions taken by the Board and other such documents.

GENERAL GUIDELINES:

1. Each new Board Member shall be informed of this policy by the President, the Past President, or the Secretary, upon joining the Board.
2. Each Board Member shall take all necessary steps to secure the confidentiality of CFNKLS data, records, and plans in his or her possession, as may be required. These steps should include password protection for access to CFNKLS records on personal computers, tablets, or phones. On leaving the Board, all such records are to be securely erased, and if needed, copies of unique CFNKLS materials are first to be archived with the President and/or other Board Officers as appropriate.
3. Board Members shall assume that all confidential materials can be shared with, and will be kept secure by, all other Board members. Trust among Board members shall be nurtured at all times.
4. Secure archival storage of CFNKLS records shall be maintained in at least TWO locations, separate from each other. The President or the President's designate shall be responsible for one such location, and normally the Secretary or the Treasurer shall be responsible for another such location.