

Blackmud Creek Community League Electronic Document Handling Policy

PREAMBLE

This policy has been established in order for the community league to maintain insurance coverage for cyber liability. The appropriate care and custody of Blackmud Creek Community League (BCCL) records is a shared responsibility of all Board Members and paid employees of the league.

1. REGULATIONS

BCCL Board Members and paid employees will comply with all applicable legislation related to records management and privacy.

2. ELECTRONIC STORAGE

- 2.1 Where possible, BCCL supports the reduction of paper documents through the controlled use of imaging and scanning systems.
- 2.2 If BCCL electronic documents will be stored on a desktop computer, laptop or tablet, the device used for storage must be protected by antivirus and malware protection software.
- 2.3 An appropriate filing system shall be used to store electronic records so that they are accessible, usable, and understandable for as long as they are needed, and the records are inherited by future Board Members and paid employees.
- 2.4 If in doubt, the Board should be consulted at a meeting with respect to whether an electronic can be disposed of and how to do so in a secure manner.

3. E-MAIL

- 3.1 BCCL Board Members and paid employees shall only conduct league business with community league provided e-mail addresses.
- 3.2 Important records communicated using e-mail must be managed, protected, and retained as long as they are needed to meet operational, legal, audit or other requirements.
- 3.3 Two-factor authentication shall be configured and maintained by e-mail account holders to protect the security of information.
- 3.4 Users will take reasonable precautions, including but not limited to safeguarding and changing passwords, to prevent the use of an account by unauthorized individuals.

4. BCCL WEBSITE

- 4.1 Sensitive information will not be stored on the publicly accessible BCCL website.

- 4.2 An audit of the BCCL website will be done on a regular basis to ensure that documentation and information is accurate and up-to-date.

5. SYSTEMS REPLACEMENT OR MIGRATION

- 5.1 When implementing a new system or migrating documents from one system to another, BCCL may be required to transfer volumes of old records. During transfers of this type, care must be taken to plan and execute the transfer of the records so that they are not damaged, corrupted, or lost.

6. UNAUTHORIZED ACTS

- 6.1 BCCL Board Members and paid employees will monitor systems used to access and store electronic documents to determine if unauthorized acts have occurred. Unauthorized acts are to be reported to the Board immediately so that the Board can investigate how the act occurred, assess the impact on the electronic records, notify affected individuals and the community league insurance provided, and determined how the act can be prevented in the future.