

EKSC Policy on Administration of Computer Technology



BACKGROUND

1. The Edmonton Keyano Swim Club (“EKSC”) knows that employee productivity can be greatly enhanced through the use of Computer Technology. EKSC uses a broad range of computer technology from various companies in its daily activities, which are necessary for its productivity and to deliver services to its members. This policy outlines how EKSC will manage the Administration of Computer Technology which promotes the interests of the EKSC and its ongoing operation.
2. Staff turnover is a part of business so a thoughtful and systematic management of computer technology will help minimize the risks and costs associated with staff changes.
3. Several of the computer technologies are presented in Schedule A.

PURPOSE

4. This policy describes the way that the EKSC administrates and safeguards the control over the suite of computer technology to ensure continuity of operations.

APPLICATION OF THIS POLICY (SCOPE)

5. The requirements and directives of the Policy must be adhered to and complied with by all directors, officers, employees, staff, Members and volunteers of EKSC.

DEFINITIONS

6. The following terms have these meanings in this Policy:
 - a. “Individual” - All categories of membership defined in the Organization’s Bylaws as well as all individuals employed by, or engaged in activities with, the Organization including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, and directors and officers of the Organization.
 - b. “Computer Technology” - Any computer software, hardware or service, whether local or cloud based, accessed from EKSC property or personal property for EKSC operation.
 - c. “User account” - An established relationship between an Individual and a computer, network or information service. User accounts are assigned a username and password.
 - d. “Data” - Any form of information whether on paper or in electronic form no matter what the format: database data, text, images, audio and video, read and written by a computer.

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OBLIGATIONS

7. The EKSC will ensure:
 - a. Administration is performed to promote the interests of the EKSC.
 - b. Access to administration functions will be uninterrupted.
 - c. Administration promotes productivity and consistency in the activities of the staff.
 - d. Administration maintains control over EKSC property.
8. The Operations Manager is responsible for the implementation of this policy; administration, monitoring and maintenance of access to the suite of computer technology.
9. Duties - The Operations Manager will:
 - a. Implement procedures to have the relevant information for administrating any computer technology recorded in detail, both digitally and in print, and safeguarded.
 - b. Implement procedures to have the relevant information associated with user accounts recorded in detail, both digitally and in print, and safeguarded.
 - c. Enable appropriate staff with access to EKSC computer technology.
 - d. Train and communicate to staff the EKSC policy and practices on the administration of computer technology.
 - e. Retire, archive and dispose of data and accounts as necessary.
 - f. Maintain administration and keep relevant data/information up-to-date.

ADMINISTRATION

10. User Account – when a user account is determined to be necessary for an individual to perform duties for the EKSC it will be created with the appropriate rights.
11. Suspension - when an individual is no longer associated with or performing duties for EKSC the user account associated with the individual will have access suspended immediately to prevent unauthorized access and use of EKSC resources.
12. Email accounts – upon suspension of an email account the email address will be forwarded to a manager or replacement person. Within 30 days the account will be archived. When 60 days has passed the account will be terminated.
13. Data/Information – prior to the removal and deletion of any user account data/information the content will be reviewed to ensure a loss of property or negative impact will not be experienced by the EKSC.

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SCHEDULE A

1. TechSoup Canada empowers nonprofits with the effective use of technology by connecting donated and discounted technologies through their technology donations program. Google for Nonprofits is one technology provider available. In order to benefit from the donations program, EKSC must first sign up for a user account. There are three steps involved: Sign Up as an Individual; Register your Organization; Submit Certificate of Incorporation or Certificate of Status, issued by the province of Alberta. Meeting the eligibility requirements results in a TechSoup validation token, which identifies the organisation as validated by your local TechSoup validation provider.

<https://www.techsoupcanada.ca/en/support/how-to-register#npo>

2. Google for Nonprofits requires a membership application which includes the TechSoup validation token and a Google Account for logging in to create an account. This will create the 'Google for Non-Profits administrator account'. Once created administrative privileges for the account can be requested; communications will be sent to the e-mail of the registered Google Account. If your request is approved, you will be able to access your organisation's Google for Non-Profits membership account using the account details you supplied on the form.

<https://support.google.com/nonprofits#topic=3247288>

3. SAGE Accounting Software