

## Security and Access

<b>Policy number</b>	G-003
<b>Category</b>	Administration
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<b>Approved By/Date</b>	Board / February 28, 2016

### **PURPOSE**

The purpose of the policy is to protect the property of CFS as well as the privacy of the confidential information or personal records that are maintained: 1) on the CFS website, 2) on online storage (currently www.box.com), and 3) in secured professional storage.

### **DEFINITIONS**

n/a

### **PROCEDURE**

#### **CFS Website**

Access to the CFS website will include a “members only” access area of the website. The member password will be changed at least annually by the CFS Webmaster. Edit access to the CFS website will be limited to individuals designated by the Board.

#### **Online Storage**

Official Cornerstone Family Schools (CFS) documentation will be stored on Box.com. This information is owned by the CFS Board and only CFS Board members or those designated by the Board will have access to the website. The CFS Librarian has the overall responsibility for maintaining the website under the direction of the Board Chairman. The Board Chairman and the Librarian have the responsibility to add or remove viewing and editing rights to the website. The Librarian and the Board Chairman have the authority to add new main folders to the website. Folder editors have the authority to add subfolders to areas in which they have been given editor rights. Members that need access to general non-confidential documentation or to

personal documentation about their school such as past quarterly reports must request this information through a Board member. The member will not be given access to the Box.com website for CFS.

The following list gives authority to owners and editing rights to each of the folders located on Box.com.

<b>Box Folder</b>	<b>Owner</b>	<b>Editors</b>
Overall/Access Authority	Librarian	Board Chairman Librarian
Board Packets	Board Chairman	All
Cell Groups	Librarian	Each cell group (their own) Membership Ambassador
CFS Membership Forms	Membership Ambassador	Membership Ambassador Librarian
Committee Minutes	Librarian	Each Committee Ambassador Librarian
Current Directory/Volunteer List	Librarian	Librarian Membership Ambassador
Historical Information	Librarian	Librarian
Legal, Compliance Documents	Librarian	Librarian
Miscellaneous	Librarian	Librarian
New Board Member Orientation	Board Chairman	Board Chairman Librarian
Official Policy Manual	Librarian	Librarian

### **Professional Storage**

Access to secured professional storage will be limited to the current CFS Board, the active Sports Committee Chair and Sports Coordinators. Additional access may be granted by a vote of the Board on an individual basis determined by need. It is the policy of the Board to limit this access in support of the purpose of this policy as stated above.

## **Current Access Codes/Combinations**

The current access codes and combinations are identified in Attachment A to this policy. The combination for the lock on the storage unit or the lock itself shall be changed on an annual basis by the Administration Ambassador or other individual designated by the Board.

## **VERSION HISTORY**

<b>Version</b>	<b>Description</b>	<b>Date</b>
1.1	Changed box.net to box.com – k.brewster	1/22/2013
1.2	Pulled password information and put into Attachment A so that the policy without the attachment can be placed on the CFS website. – k.brewster	5/21/2013
1.3	Changed website password to be changed annually. Also, updated website password for 2013-14 school year. B. Ciummo	9/17/2013
1.4	Corrected member password to read, “changed at least annually” Added “and Sports Coordinators under Professional Storage Section Removed Testing footlocker info from Attachment A Testing footlockers are currently stored in a locked closet at the home of Gary & Labeth Pendergrass.	10/5/2013
1.5	Added “The combination for the lock on the storage unit or the lock itself shall be changed on an annual basis.” Added details for online storage about owners, editors and responsibilities. Updated by Todd Beemer and Gary Pendergrass	2/28/2016

