



## ADELAIDE PLAINS EQUESTRIAN CLUB INC POLICIES

Policy number	9	Version	2
Drafted by	AM	Approved by	October 2022
		Committee	
Responsible person	President	Scheduled review date	October 2025

### INFORMATION AND COMMUNICATION TECHNOLOGY POLICY

#### Purpose

This policy applies to all committee members of Adelaide Plains Equestrian Club and any person utilising Adelaide Plains Equestrian Club systems and ICT (Information and communication technology) Equipment.

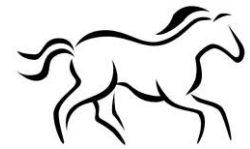
The purpose of this procedure is to clearly state the boundaries of use for the Adelaide Plains Equestrian Club ICT systems and devices.

#### Responsibility

**Executive Committee Members:** Will define the required standard levels of access to ICT Services and Equipment and approve any variations to these standards.

#### Storage, access, password

- Access to APEC's Information Systems is governed by the following factors:
  - The appropriate level of access to information that is required as determined by their role within APEC (Adelaide Plains Equestrian Club), business requirements and privacy legislation will always be considered when determining this access.
- APEC will utilise One Drive for storage of all club related documentation and intellectual property.
- All members of the current committee will have access to One Drive.
- Access to One Drive will be discontinued for outgoing committee members as soon as practicable following the Annual General Meeting.
- Any committee member who resigns from the committee prior to their term being completed, will have all electronic access to all APEC information discontinued within 24 hours of submitting their resignation to the committee.
- If APEC purchases licensed software for club business purposes only, committee members must:
  - only install, and/ or use software that has been authorised for use by APEC Committee;
  - obtain proper documentation for all software purchases;
  - abide by the terms and conditions of all licensed software used and to not duplicate any software, except as provided by the licence agreement between APEC and the software manufacturer.
- Email accounts operated by APEC shall be managed by the APEC Secretary or committee executive and used for APEC business use only.
- The outgoing Secretary will provide the newly appointed Secretary with passwords to the APEC email account and any other applicable passwords.



- Communication via APEC email or any other form of electronic communication must be constructed in a professional manner and communication of offensive written or pictorial material is not permitted.
- Any information or files stored online which include personal information, including but not limited to, member applications and the member register, must be password protected.
- Where there is a change in committee members, passwords should be changed where applicable.
- Accounts opened for APEC business should use the APEC email address as the primary contact wherever possible.
- APEC documents will be retained for a period of 7 years but may be archived after 2 years.
- Documents stored on the APEC One Drive will be backed up at least once a month to an external hard drive, held by the Secretary.
- Committee members who have access to the APEC One Drive will not copy or replicate any material contained on the APEC One Drive without the authority of the APEC Committee.
- Where APEC owns any computers, passwords will be established on such computers and appropriate anti-malware will be installed at APEC's cost.

#### **REVIEW / CONSULTATION**

The review of this policy is the responsibility of the Adelaide Plains Equestrian Club Committee. This policy will be reviewed at least every three years.

**APPROVED**                      *a.j.maddison*.....                      (Signature)

**DESIGNATION**                      President

**DATE**                                      October 2022