



Technology & Data Privacy Policy

Article I – Scope of Policy

This policy applies to: the Chief Executive Officer, members of the Board, staff and contractors, and volunteers.

Article II - Purpose

To protect the physical, digital, and emotional safety of survivors and ensure the ethical use of organizational resources of NEXTSTEP: Unlocked Potential (the “Corporation”, “NEXTSTEP”).

Article III – Protecting Survivor PII (Personally Identifiable Information)

Data Collection: PII is collected only **when operationally necessary**.

Encryption & Access: Electronic records must be stored securely with **restricted access**.

Communications: Sensitive communication regarding survivors should not occur through public messaging platform.

Article IV – Digital Security Protocols

Account Security: Official social media and organizational accounts must use **strong passwords and multi-factor authentication (MFA)**.

Access Removal: Access to all systems and accounts must be revoked **immediately** upon the departure of any staff member, volunteer, or Board member.

Location Safety: Staff and volunteers are strongly encouraged to avoid "checking in" or tagging **confidential locations** on social media to prevent compromising survivor safety.

Article V – Professional Use of Technology

Organizational technology must be used **solely for authorized purposes**. Representatives must never post identifiable survivor information or images to public forums or personal social media accounts.

Article VI – Policy Violations

Violations of this policy may result in:

- Disciplinary action (up to and including termination of and/or removal of employment, Board position, volunteer status, etc.);
 - Legal consequences if applicable laws are breached.
-

Article VII – Policy Review

This policy shall be reviewed annually by the Board and updated as necessary to reflect:

- Changes in law;
 - Best practices in victim advocacy.
-

This policy was reviewed and approved by the NEXTSTEP: Unlocked Potential Board of Directors.

Date Approved: 4 Apr 2026

