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| <i>Policy Name</i> | INFORMATION TECHNOLOGY POLICY |
| <i>Issue No</i> | Issue 1.0 |
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Preamble

The purpose of this policy is to outline the guidelines for the use of Chilliwack Curling & Community Centre (CCCC) Information Technology (IT) resources. The policy is designed to ensure the security, privacy, and effective use of IT resources for the benefit of the organization and its stakeholders.

Scope

This policy applies to all CCC personnel who use the Chilliwack Curling & Community Centre (CCCC) IT resources, including but not limited to computers, laptops, mobile devices, email, internet, software, hardware, and audio-visual technology.

Security aspects of the CCCC's information technology are covered by the CCCC Information Technology Security Policy.

Privacy aspects of the CCCC's information technology are covered separately by the CCCC Privacy Policy.

Definitions

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| <i>CCC personnel</i> | members, employees, contractors, volunteers of Chilliwack Curling Club Society |
| <i>contractors</i> | persons contracted by the Chilliwack Curling Club Society |
| <i>IT administrator</i> | a person who manages and maintains the Chilliwack Curling & Community Centre IT resources |
| <i>IT resources</i> | <p>IT resources refer to any hardware, software, data, or personnel involved in the delivery and management of information technology services. This includes:</p> <ol style="list-style-type: none"> 1. Hardware: Physical components such as servers, computers, mobile devices, and networking equipment. 2. Software: Applications, operating systems, and utilities used to manage and process information. 3. Data: Information stored and processed by IT systems, including databases, spreadsheets, and files. 4. Personnel: IT staff, including administrators, developers, support specialists, and security personnel. 5. Network infrastructure: Telecommunications and networking components that support the transmission of information. 6. Cloud services: Virtualized IT resources provided over the internet, including storage, processing, and software services. 7. Audio-visual technology: audio-visual technology can also be considered a part of IT resources. This includes: <ol style="list-style-type: none"> a. Audio equipment: Microphones, speakers, and other audio hardware. |

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| | <ul style="list-style-type: none"> b. Video equipment: Cameras, displays, and other video hardware. c. Audio-visual software: Applications for recording, editing, and processing audio and video content. d. Conferencing systems: Technology for virtual meetings, webinars, and video conferences. e. Streaming Services: streaming services can also be considered as part of IT resources. Streaming services refer to platforms and technologies that deliver audio and video content over the internet in real-time or near real-time. <p>These resources are essential in supporting communication, collaboration, and presentations within the CCCC organization, including internal and external broadcasting to CCCC audiences.</p> |
| <i>employees</i> | persons employed by the Chilliwack Curling Club Society |
| <i>members</i> | persons holding a certificate of membership with Chilliwack Curling Club Society |
| <i>phishing</i> | the fraudulent practice of sending emails or other messages purporting to be from reputable companies in order to induce individuals to reveal personal information, such as passwords and credit card numbers. |
| <i>volunteers</i> | persons registered with the Chilliwack Curling Club Society, who voluntarily undertake an agreed service to the Chilliwack Curling Club Society and are not a member, employee or contractor of the Chilliwack Curling Club Society |

Policy

1. Access to IT Resources

Access to the CCCC's IT resources will be granted based on the individual's role and responsibilities within the organization. CCC personnel must use their IT resources in accordance with the CCCC's policies and procedures and the law.

2. Appropriate Use

The CCCC's IT resources are intended for business use only. CCC personnel should not use the IT resources for personal or unauthorized use, including but not limited to downloading or sharing illegal or inappropriate content, sending spam, junk mail, chain letters, or unsolicited commercial email.

3. Confidentiality and Privacy

CCC personnel must maintain the confidentiality and privacy of all information they receive, store, or transmit through the CCCC's IT resources. They must also comply with the CCCC's Privacy Policy.

4. IT Resource Content

CCC personnel must ensure that the content of their IT resource use is appropriate, professional, and respectful. They must not use the IT resources to send or receive offensive, harassing, or illegal content.

5. IT Resource Attachments

CCC personnel must exercise caution when opening attachments from unknown sources and must not download or install attachments from unknown sources without the approval of the CCCC's IT department.

6. IT Resource Security

CCC personnel must take steps to ensure the security of the CCCC's IT resources, including but not limited to maintaining strong passwords and changing their passwords regularly. They must also be vigilant in avoiding email scams and phishing attempts. The CCCC's Information Technology Security Policy provides more complete requirements for security of IT resources.

7. Cloud Services

The club may use cloud services for certain IT resource needs. CCC personnel who use cloud services must ensure that the club's confidential information and data is protected and that all cloud services used are approved by the club's IT department.

8. Data Backup and Retention

The CCCC will regularly back up all critical IT resource data to ensure the availability of this data in the event of a disaster. CCC personnel are responsible for backing up their IT resource data. The CCCC will retain IT resource data for as long as it is required for business purposes and will destroy IT resource data when it is no longer required.

9. Audio-Visual Technology

CCC personnel must use the CCCC's audio-visual technology in accordance with this IT policy and not use it for personal or unauthorized use. They must also ensure that all content displayed or played through audio-visual technology is appropriate, professional, and respectful.

10. Monitoring

The CCCC reserves the right to monitor its IT resources to ensure they are being used appropriately.

11. Review and Update

This policy will be reviewed and updated regularly to ensure that it remains relevant and in line with the CCCC's needs and the changing technology landscape.

12. Contact Information

CCC personnel who have questions about this IT policy should contact the CCCC's IT administrator for clarification.

--- End of INFORMATION TECHNOLOGY POLICY ---