

## Security and Access

<b>Policy number</b>	G-003
<b>Category</b>	Administration
<b>Sponsor</b>	Administration Ambassador
<b>Initial Date of Approval (or Revision)</b>	4/22/2023
<b>Effective Date</b>	5/8/2023
<b>Version</b>	1.6
<b>Review Frequency</b>	Annually

### **PURPOSE**

The purpose of the policy is to protect the property of Cornerstone (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, physical storage, as well as to 4) regulate the transition of CFS passwords for Board use.

### **DEFINITIONS**

n/a

### **PROCEDURE**

#### **CFS Website**

Access to the CFS website will include a “members only” access area. The member password will be changed at least annually by the Board Treasurer and recorded in a secure location by the Administration Ambassadors. Partial or full administrator access to the CFS website will be limited to individuals designated by the Board. Outgoing board members will surrender access and new board members gain access at the June Board transition meeting.

#### **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 Box site. The “owner” password to Box is associated with the apacct.org email and will be changed at least annually by the Board Treasurer and recorded in a secure location by the Administration Ambassadors. The Board Chairman will oversee the website and may designate a board member (vice chair, administration ambassadors, or individual best suited for the role) to 1) add or remove viewing and editing rights; 2) add, archive, or organize documents such as current policy, membership and volunteer records, financial records, board and committee minutes; and other information as needed, and 3) maintain, record, and annually change the password. Folder editors have the authority to add subfolders to areas in which they have been given editor rights. Pastor recommendation forms

will be deleted after the applicant becomes a member, but failed background checks will be maintained. Only approved, current board members may delete information from Box and only under direction from the Chairman. Any folders with access granted beyond board members (such as a volunteer helping with a membership spreadsheet) will be marked “shared” in the title and placed in the “CFS Shared” folder.

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

Overall Access/Authority	Board Chairman	Board Chairman
<b>File Name</b>	<b>Owner</b>	<b>Contributors/Editors</b>
Official Policy Manual	Board Chairman	Board Members
Forms	Board Members	Board Members
Current Year Spreadsheets	Board Members	Board Members
Board Meeting Packets	Secretary	Board Members
Legal/Compliance/Insurance	Board Chairman	Administration Ambassador Treasurer
CFS Shared (files with member access for volunteer roles)	Board Members	CFS Member Designees (members not on the Board) Board Members
Academics	Academic Ambassadors	Academic Ambassadors
Administration	Administration Amb.	Administration Ambassadors
Athletics	Athletic Ambassadors	Athletic Ambassadors
Communications	Communications Amb.	Communications Ambassadors
Events	Events Ambassadors	Events Ambassadors
Fine Arts	Fine Arts Ambassadors	Fine Arts Ambassadors
Membership	Membership Amb.	Membership Ambassadors
Financials	Treasurer	Treasurer
Miscellaneous	Board Members	Board Members
Trash?	Board Chairman	Deletions by Board Designee with approval of Board Chairman

### **Physical Storage**

Active CFS sports coordinators, the Athletic Director, and Board members may have access to the private, climate-controlled storage facility, or they may opt to store equipment in their homes. Either way, a current inventory must be kept with their committee (events, fine arts, sports) for accountability. All such property on the inventory is the property of CFS and must be made available in season and passed on to the next sport coordinator or put in the private CFS storage facility. Athletic equipment may be stored with coaches only during their sport season. Non-confidential testing materials may be stored with the Academic Ambassadors and/or the testing coordinator. Confidential testing materials should not be maintained. They are distributed to the respective families or shredded. Confidential materials such as failed background check results may be scanned and stored in Box, but should not be maintained in the Administration Ambassador’s possession beyond the board vote for members, and should be shredded thereafter.

### **Current Access Codes/Combinations/Passwords**

Currently the storage facility is located on private property of a CFS member family free of charge. They will maintain an access code available to the board and Athletic Committee as needed. Passwords for insurance, the website, Box, and other internet access will be stored on Box and/or with the assigned Ambassador and passed on to the next Ambassador in June of each year. That Ambassador will change the password and update the Box file in the legal folder.

### **VERSION HISTORY**

<b>Version</b>	<b>Description</b>	<b>Date</b>
1.1	Changed box.net to box.com – 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. – Brewster	5/21/2013
1.3	Changed website password to be changed annually. Also, updated website password for 2013-14 school year. -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.	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. -Beemer and Pendergrass	2/28/2016
1.6	Updated current practice for storage (private, free facility rather than professional, paid) and Box organization. -Riddle	4/22/2023