

GOOGLE ACCOUNT DATA STORAGE POLICY

ARTICLE I - PURPOSE AND SCOPE

Section 1. The purpose of this policy establishes the official guidelines for the use, organization, and management of the Loveland Choral Society (hereinafter referred to as “the Choir”) Google account. The primary goals of this policy are to:

- a. *Ensure Security.* Protect sensitive organizational, member, and donor information.
- b. *Maintain Organization.* Create a logical and consistent file structure so that information can be easily found and managed.
- c. *Guarantee Continuity.* Ensure that critical organizational data is preserved and accessible for current and future members of the Board of Directors.

Section 2. This policy applies to all members of the Board of Directors granted access to the official Loveland Choral Society’s Google account.

ARTICLE II - ROLES AND RESPONSIBILITIES

Section 1. All Board members granted access to the Google account are responsible for understanding and adhering to this policy.

Section 2. A designated Board member (e.g., the President, Secretary, or a dedicated volunteer) will serve as the Google Account Administrator. This person is responsible for periodically reviewing the account for compliance, assisting Board members with access, and leading regular policy review.

ARTICLE III - ACCESS CONTROL AND SECURITY

Section 1. Access to the Choir Google account is strictly limited to the current members of the Board of Directors via the shared account.

Section 2. The security of the shared account is critical and shall be closely monitored.

- a. The password for the account should be complex and changed at least annually or immediately if a security concern arises.

- b. Users must not share the account password with non-authorized individuals.

ARTICLE IV - USAGE GUIDELINES

Section 1. The Google account is for official Choir business only. Personal use is prohibited.

Section 2. Appropriate use of the account includes, but is not limited to, the following:

- a. All files should be clearly named and well organized in order to easily identify and sort.
- b. When an important item is updated, the old version should be archived in a subfolder named "Archive" within its parent folder.
- c. Official records should not be deleted without approval by the Board of Directors.
- d. Users should avoid downloading sensitive files to personal or public computers.
- e. When an item must be shared with a non-board member (e.g. for a grant application), the file should be shared directly with the recipient's specific email address and their permission set to "Viewer" unless editing is absolutely necessary.

ARTICLE V - BOARD MEMBER OFFBOARDING

Section 1. Upon the resignation or departure of a board member, the following action shall be taken:

- a. The Google Account Administrator or a designated Board officer will immediately change the password for the account.
- b. The Administrator will use the "Sign out of all other web sessions" feature within the Google account security settings to ensure the account is no longer accessible on the former member's devices.

c. Shared items shall be reviewed to remove access from any non-designated users.

Policy approved by the Board of Directors on 2/21/26.