

Information Technology Policies for The Musical Autist

Technology Policy (and Privacy Policy for Users)

*Reviewed and Reapproved: March 2023

Purpose:

THE MUSICAL AUTIST seeks to effectively manage our technology and computer systems and guide the use, maintenance and security of the hardware, software, and data. Board members, contracted employees, and volunteers are responsible for ensuring that the procedures and policies outlined here are followed.

THE MUSICAL AUTIST has not purchased any computers; however, we have purchased electronic equipment to be used to run our nonprofit programs.

Use:

Using computer equipment (collectively, hardware and software) and other technological equipment requires care because of its fragility, susceptibility to viruses and malware, and high cost. Access to the equipment should thus be strictly reserved to THE MUSICAL AUTIST Board members only (and to certain interns, volunteers, and members under the supervision of the Board.) Those employees who need additional training on hardware or software to complete their job duties will be given an orientation by upon hire and upon request. At least one employee will be trained in handling minor maintenance of software, hardware, and accessories at the office (projectors, keyboards, external hard drives, microphones, speakers, musical instruments, such as electric keyboards, etc.)

1. **Acquisition:** The Musical Autist does not currently purchase computers for any of its Board members, contracted employees, or volunteers. It does, however, purchase technology needed to operate its programming. Any technology needs must be presented to the Board of Directors, who will then vote on its necessity for our programming.
2. **Disposal:** The Board of Directors will inform users of the appropriate disposal method of any damaged or broken technology.

3. **Acceptable Use:** THE MUSICAL AUTIST equipment should only be used for purposes related to completing your job duties for THE MUSICAL AUTIST. This includes but is not limited to laptops, speakers, microphones, musical instruments, projectors, data storage, etc. Consultants and volunteers (including interns) should seek prior permission of a Board member or contracted employee before using the organization's equipment.
4. **Computer Maintenance:** This does not apply to THE MUSICAL AUTIST since it does not purchase computers for anyone.
5. **Accessory Equipment:** Tech equipment (including projectors, laptops, webcams, speakers, etc.) should be signed out and signed back in upon return. This accessory equipment is only to be used by Board members, contracted employees, and Board-recognized volunteers or under the supervision of the Board.
6. **Internet Connection:** Internet connection is needed to operate some of THE MUSICAL AUTIST's programs. Only appropriately-recognized persons will be given the passwords for connection by the Board.
7. **Cloud Storage:** Board members and contracted employees should save work documents to the Google Drive cloud folder. This will ensure that a copy of the document is accessible, up-to-date, and backed up.

Security

1. **Ownership and Protection of Data:** THE MUSICAL AUTIST proprietary data (data contained on our cloud server) should only be used for purposes related to THE MUSICAL AUTIST. Board members, employees and volunteers should refer to their employee or volunteer handbook for further instruction about what information is considered private and confidential. In addition, employees are responsible for ensuring that the Privacy Policy publicized to our members is followed. Data should not be released outside of the organization without the consent of the Board of Directors.
2. **Permissions:** A system will be put in place to ensure that only necessary permissions are granted to employees to access, view, edit, copy, and delete organization data.
3. **Document Destruction and Retention:** All documents should be retained in the Google share drive unless the Board of Directors agrees that the document can or should be destroyed.
4. **Personal Accountability:** To safeguard computers from viruses, malware, and other data breaches, please be vigilant of email attachments from unknown senders and downloadable content from unfamiliar websites. If content seems suspicious, refrain from opening content and contact IT support. Employees and volunteers are responsible for understanding the risks to data security. Unattended workstations, poor passwords, sharing passwords, and lost laptops are the most common causes of security breaches.
5. **Backup:** There should be at least two backups of all important documents. One copy should be kept in the cloud. The other copy will be backed up and saved by the Board member creating the document.

6. **Passwords:** To ensure the creation of sufficiently encrypted passwords, please include a combination of Upper and lowercase letters, numbers, and symbols. See example below. Passwords should be added to the Password File located in the Box folder. ex. Password1! (**don't use this password!**)

Approved by THE MUSICAL AUTIST board on (March 2023.)

Attachment: Privacy Policy for Users

THE MUSICAL AUTIST places a high priority on protecting your privacy. This privacy policy was created to demonstrate THE MUSICAL AUTIST's firm commitment to the privacy of our members and website users. This policy explains what types of information is collected by THE MUSICAL AUTIST website, and how this information is used.

What Information is Collected

THE MUSICAL AUTIST collects limited personally identifiable information. Information is only collected when individuals sign up for our organization's newsletter. The information collected includes first name, last name, and email address. THE MUSICAL AUTIST also collects demographic information, if and only if, individuals choose to respond to the optional demographic identity question. Individuals are asked if they identify as an autistic self-advocate, a parent or guardian, educator, music therapist, or autistic ally.

There is no information about your computer hardware and software that is automatically collected by THE MUSICAL AUTIST.

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through THE MUSICAL AUTIST public message boards, this information may be collected and used by others.

Note: THE MUSICAL AUTIST does not read any of your private online communications.

THE MUSICAL AUTIST encourages you to review the privacy statements of Websites you choose to link to from THE MUSICAL AUTIST so that you can understand how those Websites collect, use and share your information. THE MUSICAL AUTIST is not responsible for the privacy statements or other content on Websites outside of the THE MUSICAL AUTIST.

How Your Information May Be Used

THE MUSICAL AUTIST collects and uses your personal information to deliver the newsletter services you have requested. THE MUSICAL AUTIST may also use your personally identifiable information to inform you of upcoming events or services available from THE MUSICAL AUTIST and its affiliates. THE MUSICAL AUTIST may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

THE MUSICAL AUTIST does not sell, rent or lease its customer lists to third parties without express permission. THE MUSICAL AUTIST may, from time to time, contact you on behalf of external business partners about an offering that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name) is not transferred to the third party.

THE MUSICAL AUTIST does not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent. In fact, none of this information is even collected by THE MUSICAL AUTIST.

THE MUSICAL AUTIST does NOT keep track of the Websites and pages our customers visit within THE MUSICAL AUTIST, to determine what THE MUSICAL AUTIST services are the most popular.

THE MUSICAL AUTIST Websites will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on THE MUSICAL AUTIST or the site; (b) protect and defend the rights or property of THE MUSICAL AUTIST; and, (c) act under exigent circumstances to protect the personal safety of users of THE MUSICAL AUTIST, or the public.

Use of Cookies

The THE MUSICAL AUTIST Website does NOT use "cookies" to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

However, at this time, THE MUSICAL AUTIST does not use cookies so any concerns about the information discussed in the paragraph above is moot.

Security of your Personal Information

THE MUSICAL AUTIST secures your personal information from unauthorized access, use or disclosure. THE MUSICAL AUTIST secures the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorized access, use or disclosure. When personal information (such as a credit card number) is transmitted to other Web sites, it is protected using encryption, such as the Secure Socket Layer (SSL) protocol.

Changes to this Statement

THE MUSICAL AUTIST may occasionally update this Statement of Privacy to reflect company and customer feedback. THE MUSICAL AUTIST encourages you to periodically review this Statement to be informed of how THE MUSICAL AUTIST is protecting your information.

Contact Information

THE MUSICAL AUTIST welcomes your comments regarding this Statement of Privacy. If you believe that THE MUSICAL AUTIST has not adhered to this Statement, please contact (THE MUSICAL AUTIST.) We will use commercially reasonable efforts to promptly determine and remedy the problem.

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