



RS Tera Class Association UK

IT POLICY

This IT policy is designed to encourage the appropriate and effective use of IT, as well as provide guidelines for committee members, coaches, secretarial and members' to exercise personal responsibility when using IT when engaged in RS Tera Class Association UK activity.

Scope of Policy

This policy covers all individuals working with the RS Tera Class Association UK, whether voluntary or contracted at all levels.

It also covers all members of the RS Tera Class Association UK and third parties who have access to the RS Tera Class Association UK electronic communication systems.

Breach of this policy by voluntary or contracted personnel may result in disciplinary action up to and including a request for resignation or dismissal.

Any person suspected of committing a breach of this policy will be required to co-operate with RS Tera Class Association UK investigations.

Website

The RS Tera Class Association UK is committed to working closely with the International RS Tera Class Association and RS Sailing as the key stakeholders in developing the RS Tera Class Worldwide

As such the RS Tera Class Association UK's official website shall be accessed through the domain www.rstera.org (<http://uk.rstera.org>)

Administrative access to the RS Tera Class Association UK pages shall be restricted to the RS Sailing contracted website designer, the RS Tera Class Association Secretary and individuals selected and agreed by the RS Tera Class Association UK committee.

These approved individuals shall not:

- Upload content deemed disruptive, threatening, abusive, harassing, obscene, libellous or an invasion of another's privacy – this includes text, audio, photographs and video
- Upload content deemed confidential by The RS Tera Class Association UK Committee

- Infringe the intellectual property of any company/individual – this can create liability for you and the RS Tera Class Association UK
- Breach Data Protection requirements (for example, never disclose personal information about a committee member, coach, secretary or members online)
- Breach any other laws or ethical standards

Social media is very much part of the RS Tera Class Association UK strategy moving forward and we encourage the professional use of the various channels on a regular basis.

Social media

Refer also to RS Tera Class Association Social Media Policy

In the case of social media, the RS Tera Class Association UK embraces these communication channels.

The RS Tera Class Association has a number of Official Class Association user groups

Twitter

@RSTeraSailingUK – managed by the Class Association Secretary
@rsterachairman – managed by the Class Association Chairman

Facebook

RSTera Association

RS Tera Sailing

The official RS Tera squad page

All the above are closed groups administered and monitored by the Class Association Secretary, further administrators may be added with agreement of the RS Tera Class Association UK Committee

Any other twitter / Facebook or website purporting to be official Class Association media sites, are not and will be monitored periodically to ensure that they are reflecting fair and open statements and facts regarding the class.

In the event that they are not reflecting fair and open statements and facts regarding the class, or stating that they are official social media sites, then contact will be made by the RS Tera Class Association Chairman with the site owners to politely request that they issue a statement of fact regarding official status.

Database Security

The RS Tera Class Association holds personal information for all members, volunteers, coaches and committee members, this data will not be shared outside the provisions of the Data Protection Act 1998

Appropriate technical and organizational measures shall be taken against unauthorized or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

As such any request for personal data shall be directed through the Class Association Secretary, and if necessary then through agreement with the RS Tera Class Association Committee.

Permission to share personal data shall be sought from individuals before any release.

Any personal data files held on Class Association IT equipment databases shall be password protected.

IT Equipment

The RS Tera Class Association UK owns the following IT equipment

Laptop

External Hard Drive

Membership Card machine

All data shall be backed up from the laptop to the hard drive on at least a monthly basis, the hard drive will be kept in a separate secure location to the laptop, in order that should there be a reason that either piece of equipment fails, is stolen or damaged then a back up is quickly accessible.

Anti-virus software shall be kept up to date

The Class IT equipment shall be the responsibility of the custodian who will be the Class Secretary.

IT equipment will require to be updated on a cyclical basis in order for systems and software to remain up to date; the Class Association laptop shall be replaced approximately every 2 years.

As equipment is rotated out of the class, all class documents and information shall be deleted prior to release.

All Class Association IT equipment will be password protected where appropriate, a register of passwords shall be held securely by the Class Treasurer as a failsafe against incident.