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Policy 2015-04

Information Technology Resources (ITR) and Passwords

1. Overview

PP1

All GTBVC employees and board members that have access to GTBVC computer systems must adhere to the Information Technology policies defined below in order to protect the GTBVC data, its integrity, and GTBVC computer systems.

2. Purpose

PP2

This policy is designed to protect the GTBVC IT resources by requiring strong management of the resources including strong passwords, its protection, and establishing a minimum time between changes to passwords.

3. Scope

PP3

This policy applies to any and all GTBVC personnel who have any form of computer access to GTBVC information technology resources including but not limited to Office Computer(s), Google Drive, Online Banking and PayPal Account.

4. GTBVC Information Technology Resources

PP4

GTBVC Information Technology Resources (GTBVC ITRs) are (but not limited to):

1. **Office Computer(s), laptop(s) and tablet(s)**
2. **Google Drive**
 - a. **GMail**
 - b. **Google +**
 - c. **PicasaWeb**
 - d. **[GTBVC website](#)**
3. **PayPal Account**
4. **Online Banking account (currently with TD Bank)**
5. **Twitter**
6. **Instagram**
7. **Facebook**

PP5

GTBVC System Administrator (GTBVC SA) is accountable and responsible to manage all IT resources listed in PP4. The administrator is appointed by the board.

PP6

GTBVC SA is responsible to change passwords on a regular basis:

System	Interval	Change date
Office Computer(s)	Once per year	October
Google Drive	Once per year	October
PayPal Account	Twice per year	October and April
Online Banking	Twice per year	October and April
Twitter	Once per year	October
Instagram	Once per year	October

Table 1: GTBVC IT resources

PP7

Beside the system administrator, access to IT Resources is granted to:

System	Access granted to:
Office Computer(s)	Office Manager Assistant Office Manager Volleyball Pro Tennis Pro
Google Drive	Office Manager Assistant Office Manager Volleyball Pro President Vice President Secretary Treasury
PayPal Account	Office Manager Assistant Office Manager Volleyball Pro Treasury President
Online Banking	Office Manager President
Twitter	Office Manager Assistant Office Manager Volleyball Pro Tennis Pro President Vice President
Instagram	Office Manager Assistant Office Manager Volleyball Pro Tennis Pro
Facebook	Office Manager Assistant Office Manager Volleyball Pro Tennis Pro

Table 2: Systems and Users

PP8

Other users (all other board members and possible external audit staff) are given access to the Google Drive through shared documents

PP9

GTBVC SA removes access to all personnel listed in Table 2 on October 30th, except to those who need access to the systems during off season.

PP10

Office Manager can give access to Office Computer(s) to other staff.

PP11

Access to Google Drive is given through shared folders and documents. It could be given by any of personnel who has access to it.

PP12

Default access level to Google Documents is "View". "Edit" level is given when collaboration is necessary. Any of personnel who has access to it can give View access.

5. Password Protection

- A. Never write passwords down.
- B. Never send a password through email.
- C. Never include a password in a non-encrypted stored document.
- D. Never tell anyone your password.
- E. Never reveal your password over the telephone.
- F. Never reveal your password on a form on the internet.
- G. Never use the "Remember Password" feature on public computers.
- H. Report any suspicion of your password being compromised to GTBVC SA.
- I. If anyone asks for your password, refer them to GTBVC SA.

6. Enforcement

PP13

Since password security is critical to the security of GTBVC and everyone, anyone from staff and the board who do not adhere to this policy may be subject to disciplinary action up to and including dismissal.