

BEN ACCESS

Introduction

U3A Bendigo Incorporated recognises the importance of Privacy and Data Security as applies to BEN. BEN is a file server located in the office, it contains course materials, corporate documents and historical documents, also used for backup of office computers. BEN is fault tolerant to disc failure and data loss.

Purpose

The purpose of this policy is to regulate access to BEN.

Policy

Access to BEN is restricted to only those with a valid reason as assessed by the BEN Administrator with respect of the following policies

Full access should only be granted to system administrators.

Partial access to the various folders would depend on the members position/activity as agreed to by the BEN Administrator.

No access is given without a valid reason as defined by the BEN Administrator

- No support by convenor/supervisor
- Members not authorised to access particular files
- Members who have not signed the Non-Disclosure Form
- Members who have not filled out the BEN Access Form

Access should be recommended by a convenor/supervisor

Members who cease to have a valid reason will have their access removed

Shared access will be reviewed on an ongoing basis

Authorisation:

This policy was adopted by Committee of Management of U3A Bendigo Incorporated, and minuted as such, on 4th October 2021