



FEATHER RIVER RAIL SOCIETY POLICY

USE AND PROTECTION OF FEATHER RIVER RAIL SOCIETY INFORMATION

Effective Date: 05/01/04
Next Review Date: 05/01/2020
Replaces:

Legal Review Date:

Statement of Policy

It is FRRS's policy that information used in all aspects of the museum's business be accurate and available for use in connection with business purposes, that information be used in a manner which protects the integrity of the information, and that confidential information be protected from unauthorized access, loss, and corruption.

Overall Accountability

The Board of Directors shall be responsible for issuing, updating, and monitoring compliance with this policy.

Scope

This policy applies to all Member(s), Officer(s), Director(s), employee(s) and all subsidiaries..

Definitions

Information includes data, documents, plans, processes, computer software, trade secrets, and intellectual properties used in connection with all aspects of the Feather River Rail Society's business.

Implementation

1. Information Development and Use
 - (a) Each officer or department head defines the information requirements for his/her area of responsibility and determines how best to meet those needs.
 - (b) Each officer or department head implements controls to ensure the quality of information used and of the results derived from it.

- (c) Each officer or department head shares information originating within his/her area of responsibility with other FRRS officers and organizations whenever possible to reduce costs, assure the consistency of information, enhance business results, and promote effective management.

Officer(s) or department head(s) who share information (i) ensure the quality and availability of information; (ii) publicize the information so that all departments know of its availability and know how to find, use, and interpret it correctly; and (iii) notify all departments using shared information when changes will affect its definition, quality, or availability.

2. Requests for Release of Information

- (a) Information is disclosed only in accordance with procedures approved by the officer or department head responsible for the information.
- (b) Information for use in connection with legal proceedings is released only with the prior approval of the Board of Directors.
- (c) Information requested by the media, governmental bodies, or other external entities is provided in accordance with the Feather River Rail Society's policies on communications with such entities.

References

1. Classification and Legal Protection of Information