

Canmore Seniors Association
P05-Information Technology

1. Preamble/ rationale:

- 1.1. Information Technology (IT) policy is to establish how and where Information Technology is implemented in the Canmore Seniors Association. It is essential to business operations and therefore must have secure policies and procedures to deal with the changing environment. The Association must implement information technology to best support the operations of the Association and activities of the membership.

2. Purpose:

- 2.1. Maintain secure IT systems and implement appropriate controls
- 2.2. Maintain IT systems that support the operations of the CSA organization
- 2.3. Update the systems as required and maintain usefulness to the membership and the Association
- 2.4. Create an IT system that is efficient and effective and appropriate for a volunteer Seniors Association

3. Applicability:

- 3.1. To membership
- 3.2. To the Board
- 3.3. To vendors, the community, and government agencies.

4. Policy Statement (Action, concise, flexible):

- 4.1. IT will support the operations of the Canmore Seniors Association with technology that is appropriate and cost effective.
- 4.2. IT will update systems in response to the changing environment
- 4.3. IT will maintain secure systems where appropriate for a volunteer organization.
- 4.4. IT will help the organization Board and membership become knowledgeable with regard to IT and CSA systems
- 4.5. Ensure that contracts with outside IT systems are with secure and reliable services.

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5. **Who has responsibility** (review and maintain currency)
5.1. IT Director

All Policies are approved by the Board.

Revision #	Date	Changes
0	2023, August 14 th	New Policy
1	August 14, 2023	Policy Approved by CSA Board