

## **ALA Technology and Data Policy**

**Effective from 17 November 2020**

### **1 Definitions**

Except where otherwise defined below, words used in this policy have the same meaning as in the Constitution.

**Confidential Information** means information in the possession of the Association that is not publicly available or not available to Members who are not Executive Committee or Branch Committee Members, including but not limited to membership information and internal Executive Committee or Branch Committee documents.

**Email Account Manager** means the person who has access to, and is responsible for, monitoring the relevant email account described in cl 6.1 or created by cl 6.2 of this policy.

**Membership Database** means the WildApricot system and/or some other system that is used by the Association from time to time for the purposes of maintaining membership records, including the register of Members under Article 18 of the Constitution.

**Technology Platforms** means:

- (a) the Membership Database;
- (b) the Association website;
- (c) web hosting and domain registration for the Association website; and
- (d) the email accounts used by the Association.

### **2 Creation of the National Technology Officer position**

- 2.1 Pursuant to Article 53 of the Constitution, the Executive Committee may by ordinary resolution appoint a National Technology Officer. The National Technology Officer may be appointed, removed or replaced by ordinary resolution of the Executive Committee.
- 2.2 The National Technology Officer must be an Ordinary Executive Committee Member or such other person who is appointed by ordinary resolution of the Executive Committee.
- 2.3 If the National Technology Officer ceases to be an Ordinary Executive Committee Member, they must also automatically cease to be the National Technology Officer.
- 2.4 If the National Technology Officer position is vacant, the Secretary or Treasurer may assume the role of the National Technology Officer until the position is filled.
- 2.5 If the National Technology Officer is a nominee for a contested position at an Annual General Meeting or Branch Meeting, the Executive Committee must by ordinary resolution appoint a person to fulfil the role of the National Technology Officer until the conclusion of the relevant Annual General Meeting or Branch Meeting.

### **3 Duties of the National Technology Officer**

- 3.1 The Executive Committee delegates the following powers and functions to the National Technology Officer:
  - (a) The National Technology Officer has the highest available account and administrator access to the Technology Platforms;

- (b) The National Technology Officer is responsible for determining and implementing account and administrator access to the Technology Platforms to other persons in accordance with this policy;
- (c) Only the National Technology Officer may grant, revoke or modify account and administrator access to the Technology Platforms to other persons;
- (d) The National Technology Officer is responsible for responding to and dealing with technology-related or security-related issues in respect of the Technology Platforms that arise from time to time;
- (e) The National Technology Officer may provide recommendations and reports to Executive Committee, at the request of the Executive Committee, on matters concerning the Technology Platforms; and
- (f) The National Technology Officer is primarily responsible for any projects involving the upgrading, changing or migration of any of the Technology Platforms.

3.2 When a person ceases to be the National Technology Officer:

- (a) the person must hand over to the President, Vice President, Secretary and Treasurer all usernames and passwords with respect to the Technology Platforms;
- (b) following that handover, the person must not continue to use or access to the Technology Platforms, except as permitted by the President, Vice President, Secretary, Treasurer or new National Technology Officer; and
- (c) the person must provide assistance with the transition to the new National Technology Officer.

#### **4 Administrator access to Member information**

4.1 The following persons must have read-only access to the Membership Database:

- (a) The National Technology Officer;
- (b) The President;
- (c) The Vice President;
- (d) The Secretary;
- (e) The Treasurer;
- (f) Each Branch President;
- (g) Each Branch Secretary; and
- (h) Up to one Branch Committee Member from each Branch, for the purpose of managing events.

4.2 The following persons must have read-write access to the Membership Database:

- (a) The National Technology Officer;
- (b) The Secretary;
- (c) The Treasurer; and
- (d) Each Branch Secretary.

- 4.3 The Executive Committee may resolve to grant read-only access or read-write access to the Membership Database to other Members from time to time on such conditions as determined by the Executive Committee by Ordinary Resolution. The National Technology Officer is responsible for implementing any resolution to grant further access.
- 4.4 The Executive Committee may resolve to revoke or limit, on a temporary or permanent basis, a person's access to the Membership Database if reasonably necessary to do so to protect the Confidential Information of the Association. The National Technology Officer is responsible for implementing any resolution to revoke or limit such access.
- 4.5 Both the Treasurer and Secretary must be notified of any administrator changes to information on the Membership Database.

*Example: A Member emails a Branch Committee asking for their contact details to be updated. The Branch Secretary updates the Member's information as requested, then replies to the Member's email, copying the Treasurer and Secretary, confirming that the change has taken place.*

- 4.6 Except where a Member requests for their own details to be modified, a person with read-write access to the membership Database must not modify any information in the Membership Database without the permission of the Treasurer or Secretary.
- 4.7 A person who ceases to be an Executive Committee Member or Branch Committee Member or otherwise ceases to have access to the Membership Database:
- (a) must not continue to access the Membership Database; and
  - (b) must not retain any copies of the Membership Database.

## **5 Use of Confidential Information**

- 5.1 A person with access to Confidential Information (including but not limited to Member information) must only access or use that Confidential Information for the purpose of performing their duties to the Association and in accordance with Article 55.4 and Article 55.5 of the Constitution.
- 5.2 In particular, a person with access to Confidential Information (including but not limited to Member information) must not access or use that Confidential Information to:
- (a) obtain the contact details, employment details or other details of a Member, except in performance of their duties to the Association;
  - (b) influence the process or outcome of an election or appointment for an Association Executive Committee or Branch Committee Member position or other position in another organisation; or
  - (c) otherwise gain any advantage for themselves or another person.
- 5.3 A person may provide Confidential Information to another person if necessary or appropriate to do so, and only to the extent necessary or appropriate to do so, so long as the other person is informed of and accepts the confidential nature of the information provided.

*Example: Membership information may be provided to the Association's accountants and advisors, or to events sub-committee Members for the purposes of managing the registrants to an event.*

## **6 Email accounts**

- 6.1 The following Email Account Managers are responsible for the initial email accounts described below:

<b>Email account</b>	<b>Email Account Manager</b>
<a href="mailto:president@aala.org.au">president@aala.org.au</a>	The President
<a href="mailto:vicepresident@aala.org.au">vicepresident@aala.org.au</a>	The Vice President
<a href="mailto:secretary@aala.org.au">secretary@aala.org.au</a>	The Secretary
<a href="mailto:membership@aala.org.au">membership@aala.org.au</a> <a href="mailto:treasurer@aala.org.au">treasurer@aala.org.au</a>	The Treasurer
<a href="mailto:act@aala.org.au">act@aala.org.au</a> <a href="mailto:nsw@aala.org.au">nsw@aala.org.au</a> <a href="mailto:nt@aala.org.au">nt@aala.org.au</a> <a href="mailto:qld@aala.org.au">qld@aala.org.au</a> <a href="mailto:sa@aala.org.au">sa@aala.org.au</a> <a href="mailto:tas@aala.org.au">tas@aala.org.au</a> <a href="mailto:vic@aala.org.au">vic@aala.org.au</a> <a href="mailto:wa@aala.org.au">wa@aala.org.au</a>	The Branch Secretary for the respective Branch, and other persons approved by the Branch Secretary and the National Technology Officer from time to time
<a href="mailto:info@aala.org.au">info@aala.org.au</a>	The National Technology Officer
<a href="mailto:mentorprogram@aala.org.au">mentorprogram@aala.org.au</a>	The convenor of the mentoring program sub-committee
<a href="mailto:scholarship@aala.org.au">scholarship@aala.org.au</a>	The convenor of the scholarship sub-committee
<a href="mailto:students@aala.org.au">students@aala.org.au</a>	The convenor of the student engagement sub-committee

6.2 The Executive Committee or National Technology Officer may resolve to create further email accounts from time to time, and to appoint an Email Account Manager to be responsible for that email account.

6.3 An Email Account Manager:

- (a) is responsible for checking and responding to emails sent to the relevant email account on a regular basis;
- (b) must use the relevant email account only for the proper performance of their duties as an Executive Committee or Branch Committee Member of the Association;

- (c) must not provide access to the relevant email account to any other person, except as approved by the National Technology Officer; and
  - (d) must notify the National Technology Officer of any suspected or actual data breach in respect of their email account.
- 6.4 Mass emails to Members and contacts (also known as “email blasts” or “electronic direct messages or mail”) on behalf of the Association:
- (a) must only be sent using “aala.org.au” emails; and
  - (b) must only be sent with the approval of:
    - (i) the relevant Email Account Manager; and
    - (ii) if the mass email relates to the national affairs of the Association – the President, Vice President, Secretary or Treasurer; and
    - (iii) if the mass e-mail relates to Branch affairs of the Association – the relevant Branch President or Branch Secretary.

Approved by National Executive Committee, 17 November 2020