**CASA for York County, NE**

**Information Security Policy**

* CASA for York County data will be stored on a secure, password protected external drive (H:Drive) accessible only from the office by employees on CASA computers.
* The secure H:Drive will be backed up regularly to a secured location in the cloud.
* Access to the backup information shall be restricted to the Executive Director, staff and the President of the Board of Directors who may be charged with accessing or updating information.
* Paper copies of confidential files will be stored in a locked file cabinet in the office of the Executive Director and Volunteer Coordinator accessed by employees only with keys stored in a locked drawer in the desk of the Administrative Assistant.
* Employees will be required sign a confidentiality policy relating to case and non-case information.

In order to secure confidential case and non-case information CASA for York County will adhere to the following procedures: We will provide a secure external drive (H:Drive) for the storage of confidential files and information accessible only from within the office by employees. This H:Drive will be backed up regularly and stored in the cloud. The Executive Director will be in possession of password to the site. Access to this information will be restricted to the Executive Director, Employees and the President of the Board of Directors. Paper copies and originals of confidential case and non-case files will be stored in a locked file cabinet in the office with the key stored in a locked drawer in the desk of the Administrative Assistant accessible only to employees. All employees must sign the confidentiality agreement pertaining to case and non-case files. This agreement will be placed in the employee file.

Adopted: Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_

President, Board of Directors, CASA for York

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_

Executive Director, CASA for York

Reviewed:

10/2021,