



NICFA INFORMATION SERVICES POLICY

Policy Statement

North Island College Faculty Association will utilize best practices in its information services and management.

Responsibilities

Authorized Service Providers

Approved business of the Association relating to information services can only be conducted using service providers authorized by the Executive. The Executive shall make decisions about authorized service providers. The Secretary shall maintain a list of authorized service providers. The Secretary shall document procedures for using the services that are unique to the Association.

Accounts

1. Accounts shall only be used to conduct the business of the Association
2. Communications are the work product of the Association and communications of substance shall be archived for future reference
3. An account shall be created or deleted for a member of the Association when deemed necessary by the President, Vice President, and Secretary
4. The email and storage of a deleted account may be archived

NICFA Authorized Information Service Providers

1. Google Workspace (general office applications, email, and storage)
2. Google Cloud (cloud infrastructure, e.g. DNS)
3. Cloudflare (website hosting)
4. ElectionBuddy (elections, ratifications)
5. Amazon Web Services (cloud infrastructure, e.g. transactional email)
6. Twilio (transactional SMS)
7. CanReg.com (domain name registration)

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