



Purpose

Governance document for the management of personnel, privacy and security measures for ACNN information technology (website, database, and social media).

Website developer and host

ONCORD Pty Ltd

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Email: accounts@oncord.com or support@oncord.com

Domain name: www.acnn.org.au

Domain name subscription via netregistry (ESO and treasurer have login details).

Website software specifications

No extra software required by users.

Website and database administration

Full administrators

Full administration rights are restricted to authorised National Executive members and the Executive Support Officer (ESO). Members of branch and SIG committees who are familiar and have had experience with updating website pages may have access at the discretion of the National Executive.

- It is preferred that the ESO manages website updates
- The ESO/or executive delegate is to maintain oversight for website structure, content and membership database, at the direction of the National Executive
- The ESO or other nominated National Executive member will liaise with the website developer as and when hard wired changes are needed to the website

Privacy and security

- Members can access and update their own details on the website and reset their password
- Administrative access is strictly monitored and allocation is the responsibility of the National Executive
- Administrators are required to store their login details securely and disallow automatic insertion of login information
- Administrators are only to use database and website for authorised ACNN business or approved projects/communication
- Financial transactions conducted on the website are channelled through a secure merchant facility such as PayPal
- The website is backed up daily by the website host
- All documents placed on the website are to be in PDF with the exception of interactive documents

Social media accounts privacy and security

Social Media Committee email address is socialmedia@acnn.org.au. The email address is held by the chairperson of the Social Media Committee.

Full administration rights are restricted to authorised members of the National Executive, the Social Media Sub-Committee Chair and other nominated representative(s).

- Facebook, Instagram and Twitter administrative access are granted and monitored by the Social Media Committee
- Passwords for accounts are changed every year (at or around the time of the face to face meeting) and changes are also provided to the Secretary
- Authorised members are to maintain oversight for social media structure and content
- Branches and SIGs provide content to the Social Media Committee for distribution through social media accounts
- The Social Media Committee chairperson is a member of the National Executive and additional members are delegated based on the needs of the College

Limited administrator responsibilities

- Must be current financial members of ACNN
- Log in to website or social media within boundaries of limited administrator rights
- Facebook (Standard Access – allows publishing content alone)
- Liaison with Social Media Committee, update of content, and as delegated by the committee