



Bridging Community and Schools for 15 Years

## Privacy and Data Protection Policy- Great Valley School District Education Foundation (Adopted June 2023)

### 1. Purpose and Scope

The Great Valley School District Education Foundation recognizes the importance of electronic information in supporting its mission and operations. This policy establishes guidelines for the appropriate and secure use of electronic information assets by Foundation members and applies to all individuals granted access to such assets.

### 2. Acceptable Use

Foundation members shall use electronic information assets solely for the purpose of fulfilling their roles and responsibilities within the Foundation. Users are expected to exercise responsible and ethical behavior, adhering to all applicable laws, regulations, and Foundation policies. Unauthorized use, access, or sharing of electronic information assets is strictly prohibited.

### 3. Information Security

Foundation members are responsible for safeguarding electronic information assets from unauthorized access, loss, or disclosure. Users shall employ strong and unique passwords, keep them confidential, and regularly update them. Access credentials should not be shared with unauthorized individuals, and devices must be logged out or locked when not in use.

### 4. Data Privacy and Confidentiality

Users shall respect the privacy and confidentiality of electronic information assets, including personal information of donors, volunteers, students, staff, and partners. Access, use, and disclosure of electronic information assets should be limited to a need-to-know basis and in compliance with applicable privacy laws and regulations.

### 5. Use of Email and Communication Platforms

Official Foundation email accounts or approved communication platforms must be used for Foundation-related communication. Users should exercise caution when transmitting sensitive or confidential information via email, employing appropriate encryption and secure transmission methods when necessary.

### 6. Software and Application Usage

Only authorized software and applications shall be installed and used on Foundation-owned devices or systems. Users must comply with software licensing agreements and refrain from installing unauthorized or unlicensed software.

### 7. Internet and Network Usage

Foundation members shall use the Foundation's internet and network resources for legitimate purposes and in adherence to the Foundation's policies. Activities that compromise network security or integrity, such as accessing or downloading malicious content or engaging in unauthorized access attempts, are strictly prohibited.

#### 8. Reporting Security Incidents and Policy Violations

Users shall promptly report any suspected or actual security incidents, breaches, or policy violations to the designated Foundation authority. The Foundation will investigate reported incidents, take appropriate action, and implement necessary measures to prevent future occurrences.

#### 9. Policy Compliance and Review

Foundation members are expected to comply with this policy and any related policies, procedures, or guidelines established by the Foundation. The policy will be periodically reviewed and updated to reflect changes in technology, legal requirements, and industry best practices.

By adhering to this Electronic Information Policy, the Great Valley School District Education Foundation demonstrates its commitment to protecting electronic information assets, maintaining data privacy, and upholding the highest standards of information security.