

# Information Management Policy

## I. Office Computer

- A. Authorized users are Administrative Secretary, Treasurer, Bookkeeper, Minister, Director of Faith Formation, Adult Faith Formation Manager, Music Director, and Website Administrator.
- B. If any of those positions change, either the Administrative Secretary or the Treasurer will delete the user account of that position.
- C. When the position is filled by a new person, either the Administrative Secretary or the Treasurer will create a new user account for that person.

## II. Database

- A. Data are considered confidential and to be used for keeping records of pledges and donations.
- B. The database is used by the Treasurer to provide reports of pledges, etc., and yearly reports of donations.
- C. Authorized users are limited to the Administrative Secretary, Treasurer, and Website Administrator.
- D. If one of those positions change, another authorized user shall notify the Database Provider (currently Tithely Church Management) to remove the authorization for that position.
- E. When the position is filled by a new person, either the Administrative Secretary or the Treasurer will authorize the Database Provider (currently Tithely Church Management) to create a new user of the the Database.

## III. Personnel Document

- A. W-4 documents are kept for the year they are completed. Employees should complete new forms at the beginning of each year and/or to change status. Previous forms shall be shredded and any digital copies permanently deleted.
- B. Contracts and/or Letters of Agreement shall be kept for one year following employee termination according to EEOC regulations.
- C. Payroll records shall be retained for three years according to EEOC regulations. Records should be shredded after three years and any digital copies permanently deleted.
- D. Employee evaluations are considered confidential. Evaluations shall be retained for three years according to EEOC regulations. Records should be shredded after three years and any digital copies permanently deleted.

## IV. Email

- A. Email addresses of members and/or friends shall be kept confidential, used by only the Administrative Secretary and Minister to conduct UUCP business.

- B. Use of email for UUCP announcements shall be based on individual choice.
- C. UUCP staff makes an effort to ensure correct/accurate email information of Members and/or Friends. Requests for updates should be made to the Administrative Secretary.

## V. Minutes of UUCP Board and Operations Committee

- A. The minutes of the Operations Committee shall be shared with the UUCP Board by the Operations Committee's secretary, when they meet.
- B. The Secretary of the UUCP Board shall provide the final, approved minutes of each month's Board meeting and associated reports (Director of Faith Formation's report, minister's report, Operations Committee minutes, financial reports, etc.) and submit them to the Administrative Secretary for permanent retention.

## VI. UUCP Website See UUCP Privacy Policy

## VII. Financial Documents See UUCP Financial Policy