GOSUMEC
FOUNDATION
USA

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IT & Cybersecurity Policy

Objective:
To ensure basic security and privacy for GOSUMEC Foundation USA's digital communications and donor information, given its limited technological infrastructure.

Policy Statements:

1. **Data Protection:**
   - All donor information is encrypted and securely stored within Givebutter's platform.
   - Access to donor data is limited to authorized board members with secure logins.
2. **Document Storage and Access:**
   - Organizational documents are stored in Google Workspace, shared securely with board members.
   - Google Workspace access is monitored, and permissions are adjusted annually or as roles change.
3. **Website Security:**
   - Documents made public are securely hosted on the foundation's website, with regular access monitoring.
4. **Review and Compliance:**
   - This policy is reviewed annually to ensure alignment with best practices for donor privacy and minimal risk exposure.