

Williamsburg Players, Inc. Policy and Procedures Manual

Title: Computer Usage Policy	Number:

(Note, policies are statements or rules, procedures are methods or courses of action.)

1. Objectives or Purpose:

The computers owned and operated by the Williamsburg Players are essential to the effective operation of the organization as a business. This policy is centered on the need to protect the corporate information held on these computers.

2. History:

Until a few years ago, the computers which contained the business information of the Players were owned and operated by individuals who held either Board or Staff positions; it was the responsibility of these individuals to physically protect these computers and the information they contained. In the last few years the Players have begun to acquire and operate its own computers, which are often used by volunteers with no Board or Staff position. These policies are intended to protect the information assets contained in these computers.

3. Statement of Guidance:

Information about members, donors, and friends of the theater is collected and stored by the processes of subscription management and of development. It is the intention of the Board of Directors that policies, procedures, and work practices protect customer and patron information including name, address and credit card information. Specifically, staff and volunteers shall limit the use of the Internet with corporate computers to prevent viruses, spyware, and hackers from gaining access to our systems.

3. Policies or Procedure:

1. The Box Office computer shall be used exclusively to support the box office function. In order to protect the box office data, this computer shall **not** be used to connect to the Internet without the approval of the Director for Planning and Assessment. The computer may only be used by the box office staff and Board members and only to support (or oversee) the box office function.
2. The financial computer contains the financial and gift/donation records of the Players. This computer may only be used for financial operations. It may only be used by:
 - a. the Treasurer and any person specifically named by the Treasurer in support of the financial operations,
 - b. the President (as part of his oversight responsibility),
 - c. the Director for Planning and Assessment (as part of his audit responsibilities) and any person specifically named by the Director for Planning and Assessment in support of the audit function.
3. The financial computer may not be physically removed from the theater without the explicit prior approval and knowledge of the Treasurer, including an explicit return date.
4. Any other computers owned by the Players may be used in support of running the organization, the business, or the productions. However, no computer owned by the Players may be removed from the theater without *signing it out*.
5. The Director for Planning and Assessment is responsible for:
 - a. Developing backup procedures appropriate for each corporate information asset.

- b. Developing audit procedures appropriate for each corporate information asset.
- c. Developing sign-out and usage policies as needed.

Date	Change Summary	
11/27/06	Initial inclusion in P&P Manual	