Database Access and Management Policy

Mission

The Colorado Mountain College Foundation (Foundation) builds sustainable community support for the needs and strategic priorities of Colorado Mountain College (College) and its students.

Purpose of the Policy

The Foundation's data is some of its most valuable assets. This Database Access and Management Policy articulates guidelines for the access and management of data.

Policy

The Foundation maintains donor, alumni and contact information, scholarship applicants and applications, and financial records in databases. Data records shall be kept in accordance with all applicable laws and regulations. Access to data is restricted to select Foundation staff per their role and through password-protected processes. Data infrastructure, access and security is reviewed annually through the Foundation's audit.

Guidelines to assist the management of the databases are as follows:

- For each transaction, and when otherwise appropriate, the donor and financial databases will be updated to reflect accurate donor and account information.
- Contact information and giving information may be shared with fundraising consultants and other volunteers, in accordance with all applicable laws and regulations and Foundation policies.
- Staff, contractual fundraisers and volunteers are required to complete and submit a contact form following meetings and contact with prospective or current donors.
- In order to ensure a complete database of College alumni records, the Foundation will import College graduate data from the College's student database.
- The maintenance and supervision of donor records will be the responsibility of the Database Coordinator.
- Public facing scholarship information will be kept up-to-date per scholarship agreements and fund balances by the Scholarship Coordinator; balances are also maintained in financial accounts by the Foundation Accountant.
- Scholarship applications will be archived once per year.
- Access to information related to scholarship applicants is controlled by the Scholarship Coordinator to ensure the privacy of scholarship applicants.
- Financial accounts are maintained by the Foundation Accountant and backed up nightly through the College server.

Changes to the policy

This policy has been reviewed and approved by the Foundation Board of Directors. The Board must approve any changes to or deviations from this policy.

Approved on the 19th day of November, 2020