



## **Club Documents – Cloud Storage Access Policy**

### **SCOPE**

This policy applies to the NCRGC Board of Directors, volunteers, and contractors who may be authorized to access the Club's cloud storage account.

### **PURPOSE**

The Northern Colorado Rod & Gun Club maintains a cloud-based repository of official Club documents. Access to these documents for official purposes is required for administering the activities of the Club. The purpose of this policy is to establish the permissions structure for default access as well as to establish procedures for granting temporary and special access as necessary.

### **ACCOUNT STRUCTURE**

Specific sub-folders within the master cloud storage account shall be created which allow for efficient and easy-to-understand handling of Club documents. At a minimum, these sub-folders shall include folders for the Club's President, Vice President, Secretary, Treasurer, Range Master, Chief Range Safety Officer, Webmaster, Member Services Coordinator, and all Discipline Chairs. Additional sub-folders may be created to accommodate other board positions and Club activities as deemed necessary by Board action.

### **ACCESS PERMISSIONS AND PROCEDURE**

Administrative management of user access permissions to the Club's cloud storage account shall be exclusively reserved for the Club's President and Vice President. And, all documents contained within the Club's cloud storage account shall be accessible by the Club President and Vice President at all times. The default user access permissions will be set according to the chart attached as Appendix A. Log-in access to the cloud storage account shall be through officially established Club email accounts (eg. position@ncrgc.org). Access to the cloud storage account not granted through an official Club email address must be disclosed to the Board within 60 days and include the purpose for access and estimated duration of access. Access privileges to the Club's cloud storage account should be reviewed at least once per year and reaffirmed by Board action. Appendix A should similarly be updated following the annual review to reflect default access changes for new and / or removed Disciplines, Board positions, and Club activities.

# Appendix A

NCRGC Google Drive Permissions									
Folder Name	Board Positions								
	President	Vice-President	Treasurer	Secretary	Range Master	At-Large	Discipline Chair	ARM	MSC
01_Member_Services_Coordinator	✓	✓	✓	✓					✓
02_Webmaster	✓	✓							
03_President	✓	✓							
03_Vice_President	✓	✓							
04_Secretary	✓	✓	✓	✓					
05_Treasurer	✓	✓	✓						
06_Range_Master	✓	✓	✓		✓				
07_Chief_Range_Safety_Officer	✓	✓							
08_									
09_									
10_									
11_									
12_									
13_									
14_									
15_									
16_									
17_									
18_									
19_									
20_									
21_									
22_Steel_Challenge	✓	✓	✓				✓		
23_									
24_									
25_									
26_									
27_Rimfire_Challenge	✓	✓	✓				✓		
28_									
29_Annual_Rimfire_Carnival	✓	✓	✓				✓		
30_NRL22	✓	✓	✓				✓		
31_									
32_									
33_									
34_									
35_									
36_									
37_									
38_First_Shots	✓	✓	✓				✓		
39_									
40_									
41_									
42_Defensive_Pistol	✓	✓	✓				✓		
43_									
44_									
45_									
46_									
47_									
48_									
49_									
50_									
51_									
52_									
53_Shotgun	✓	✓	✓				✓		