

1 INTRODUCTION

The Petersfield u3a trustees have a duty to take reasonable steps to ensure the integrity and privacy of member and other Petersfield u3a information. Sitebuilder and Beacon are the primary means of access to this information. It is incumbent on the trustees to ensure there is clear guidance on how access to these systems is regulated.

The document sets out the policy governing access to Sitebuilder and Beacon as well as associated procedure and is a supplement to the Petersfield u3a's Data Protection Policy.

2 DEFINITIONS

Term	Definition

3 POLICY

IT ADMINISTRATION

1. The Petersfield u3a shall maintain an IT administration function (IT Admin) and will ensure it is properly resourced and enabled.

BEACON AND SITEBUILDER SYSTEMS

2. IT Admin shall control access to the Petersfield u3a Beacon system and to the Petersfield u3a Sitebuilder system.
3. IT Admin shall grant access only to members with specific need(s). In the event such need falls away or changes, IT Admin shall immediately amend such member's access.
4. With two months following each AGM, the MC and IT Admin will review which members have access to the Petersfield u3a Beacon system and the Petersfield u3a Sitebuilder system and will examine the nature of their access rights. IT Admin shall implement any agreed changes to access rights.

4 SUPPORTING PROCEDURES

BEACON SYSTEM

1. Making reasonable use of National u3a guidance, where it is available, and taking into account Petersfield u3a specific needs, IT Admin shall:

- 1.1. devise and maintain Beacon Roles. Examples of Roles are, Chair, Committee Member, Group Leader (Facilitator), Groups Coordinator and Treasurer; and
- 1.2. define Privileges for each Role. A Privilege is the ability to use specified Beacon system functionality. Examples of Privilege are 'View and Send email' and 'Download emails'.
2. IT Admin shall assign a Role to each user based upon the Beacon functions that the user reasonably requires. For clarity, a user's access to the Beacon system is limited to the Privileges of the Role that has been assigned to him or her.

SITEBUILDER SYSTEM

3. IT Admin shall use the access levels provided within Sitebuilder system. An example of access level is 'Page Editor' which provides only limited access to amend website content
4. IT Admin shall determine a member's needs with respect to the Sitebuilder system and shall assign the minimum access level that meets such needs.

5 DOCUMENT CONTROL

5.1 Description

Name	Policy – Control of Access to Beacon and Sitebuilder Systems		
Description	Policy setting out the methods by which access to key Petersfield u3a systems is controlled to ensure safe and regulated use of system functions and Petersfield u3a data.		
Owner	Secretary	Maintained by	Secretary
Review interval	12 months		
File name	Policy – Control of access to Beacon and Sitebuilder Systems V[version number] [yyyymmdd]		
File location	C:\Users\user\Dropbox\U3A Archive 2017\Policies and Procedures\		

5.2 Version Control

Version Number	Issue Date	Modification	Purpose	Approved by
dV1.0	2021 03 26	First draft	For review by Secretary prior to submission to MC	Secretary 2021 03 22
V1.0	2021 04 07	Release	For member use	MC on 2021 04 06