



CANADIAN PONY CLUB

INFORMATION TECHNOLOGY POLICY

DATA AND SYSTEMS

Loyalty

Character

Sportsmanship

1. National Data and Systems

1.1 Overview

The following policy outlines requirements for systems development and the capturing, use, retention and sharing of data at the national level of the Canadian Pony Club. It incorporates and replaces the existing CPC Website Policies document.

1.2 Data Ownership

All data collected from membership forms, regional, branch and activity reporting, and other Pony Club activities is the property of the Canadian Pony Club (CPC).

When a volunteer or employee vacates a position, all current data and at least seven years of historical data (if available) must be passed on to the next holder of that position within two months of the change of position responsibility.

1.3 Data Collection

Data collection should use standardized templates or forms so that, for example, comparable data is collected for different Pony Club activities.

The IT Committee of the Canadian Pony Club Board of Directors will create a list of “Designated Data”, data which needs to be collected to satisfy government reporting as well as CPC financial, marketing and other management requirements. This list is to be approved by the Board of Directors.

Designated Data collected must be in machine-readable form or there should be a process to convert it to machine-readable form so that it can be easily analyzed and used in making management decisions.

1.4 Data Catalogue

A machine-readable data catalogue must be maintained. Each catalogue entry must include at minimum:

- a) Data element name
- b) Source
- c) Description
- d) Systems using it
- e) Format
- f) Constraints (e.g. a year must be a 4-digit numeric, or a PC level can only be D, D1... etc.)
- g) Retention -- data is to be kept indefinitely at the national level
- h) Who is allowed access (see Data Access, Section 1.5.1)



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1.5 Data Storage and Security

Data stored on computers must be password protected at the file, folder or computer level.

Source documents must be backed up to Dropbox (or other cloud service approved by the IT Committee)

Data may be created and stored on end user computers or other devices, but provision must be made for automatic backup to the approved backup service.

1.5.1 Data Access

Data should only be accessible on an as-needed basis, taking in to account the Canadian Pony Club Privacy of Information Policy.

Authorization to access data can be granted by the CPC Webmaster, the IT Committee Chair or the Canadian Pony Club Chair. CPC Board members, the Administrator or others approved by the IT Committee can have access to the data.

All data collected by the Canadian Pony Club should be accessible by at least two people (who know where it is stored and have passwords and any other information needed to gain access.) Primary access to the Canadian Pony Club database will be by the CPC Webmaster. However, the IT Committee Chair and the CPC Chair should also have the information required to access the database in case of an emergency

1.5.2 Data Retention

Retention is defined for data in the Data Catalogue.

1.6 Systems development

The IT Committee will review all systems development proposals in detail and make a recommendation to the Board of Directors for final approval. Requests for changes to the existing systems or requests for new systems, must be submitted to the National IT Committee.

Computer systems developed for the CPC must use widely available, up-to-date software and be comprehensively documented such that maintenance and development can be taken over by other computer professionals if needed.



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1.7 Website

The website is operated under the authority and direction of the Canadian Pony Club Board of Directors. The IT Committee will recommend website development and content to the Board.

The site will be operated in a manner consistent with the policies of the Canadian Pony Club.

Names of members will not be posted unless they have previously given written permission, which must also be signed by a parent if the members are under 18 years of age. Such permissions will be obtained when the Membership Application form is signed. A member who excluded the publicity permission when applying and now wishes to give permission must submit a revised Membership Application form.

Other personal information such as addresses or phone numbers of members will not be posted except in unusual circumstances which require them (e.g. a lost horse).

For all photographs posted on the site, prior permission must be obtained from each person who is identifiable in the picture. The same forms mentioned in paragraph 9.9 are suitable for this purpose.

We will provide links to other Pony Club sites worldwide and to any sites we find which seem to be of direct use to our members without being highly commercial. It is not our intent to provide comprehensive links to all sites which may be of interest to horse people.

Credit will be given for any professional work used on the Pony Club pages. Most likely this will be for photographs provided by a professional but it could also apply to authors of stories or articles.

1.8 E-mail

On any CPC documentation to be used by the membership, e-mails listed should be of either the canadianponyclub.org or ponyclub.ca domains. This would remove personal e-mails from our documentation. E-mails can easily be setup and forwarded to the e-mail. This provides for ease of updating the e-mail forwarding when someone leaves their position and removes the requirement to remember what documentation to update when this occurs. It also provides a more personal approach.

1.9 Documentation

All documentation to be published on the CPC Web site or sent to membership or outside organizations must follow the approved CPC Word Templates.



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2. Regional / Branch Data and Systems

2.1 Overview

The following policy outlines requirements for capturing, use, retention and sharing of data at the regional and branch level of the Canadian Pony Club.

2.2 Data Ownership

All data collected from membership forms, regional, branch and activity reporting, and other Pony Club activities is the property of the Canadian Pony Club (CPC).

When a volunteer or employee vacates a position all current data and at least seven years of historical data (if available) must be passed on to the next holder of that position.

2.3 Data Collection

Data collection should use standardized templates or forms so that, for example, comparable data is collected for different Pony Club activities.

The IT Committee of the Canadian Pony Club Board of Directors will create a list of “Designated Data”, data which needs to be collected to satisfy government reporting as well as CPC financial, marketing and other management requirements. This list is to be approved by the Board of Directors.

Designated Data collected must be in machine-readable form or on a standardized form to simplify converting it to machine-readable form so that it can be easily analyzed and used in making management decisions.

2.4 Data Storage and Security

Data stored on computers must be password protected and properly backed up.

2.5 Data Access

Data should only be accessible on an as-needed basis, taking into account the Canadian Pony Club Privacy of Information Policy.

All data collected by the Canadian Pony Club branches and regions should be accessible by at least two people (who know where it is stored and have passwords and any other information needed to gain access.)



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2.6 Systems Development

Branches or regions developing websites using Wiz, Weebly, WordPress or other services, or using cloud backup services such as Dropbox, must sign up using a CPC e-mail address (so that, if needed, the website or data can be accessed by others in the organization.)

2.7 Web Site

All Regions and all Branches will be represented on the CPC website by a minimum of 1 page which describes the approximate location of the Region/Branch and gives the name of one public contact for each Region or Branch along with an email address for reaching each one. If no email address is available, a telephone number may be used. Both an email address and phone number may be used if requested by the region or branch involved.

The Region web site must provide a link to the Contact Us report provided by CPC that outlines the current contacts for their region. Contact information on the site (other than a generic e-mail address provided by CPC) will not be hard coded. The link to the National Contact Directory is the only list of contacts that should be published.

If branches or regions wish to author and maintain other pages on their own servers, we can link to those pages. Branches taking this option are totally responsible for the content of the pages. To ensure that requested links of this type actually do represent a branch or region, we will only include links if we have the approval of the Branch DC or Regional Chair.

If the content of pages which are set up by branches or regions on other servers is in conflict with objects of the Canadian Pony Club (as determined by the CPC Management Committee), links from the CPC site will be removed.

If any branch is represented by pages on a separate server the user name and password needed to setup the account and access the pages MUST be provided to the CPC Webmaster at webmaster@ponyclub.ca. The e-mail account will be a specified CPC e-mail address that can be setup to forward to a personal account. This allows for access to the site as required by either the Branch, Region or National level.

When linking to forms on the CPC Web Site, reference to the exact file name should not be used as this will change from year to year. For example, if you want to include the 2019 Branch Membership form, don't link to the file as this

<http://www.canadianponyclub.org/download.php?file=153486257117.pdf&name=2019%20CPC%20Branch%20Membership%20Form&type=application/pdf>. Instead link to it referring to the Tag so that

you will always pull the current active version on the CPC web site as such

<http://www.canadianponyclub.org/download.php?tag=branch-membership>. The CPC Web master can assist with the tag name for specific files.