



## Management of IT Passwords Policy

**The purpose of this policy is to keep sensitive IT passwords and logins available and safe for emergency needs.**

### **I Policy:**

Copies of IT passwords and login information, routinely used by the Fellowship's IT Contractor, will be kept in strict confidence by the Fellowship President, the Treasurer, and the Administrative Director.

One or more of these designated persons may need to use these passwords in an emergency situation.

Prior to such use, specific authorization by at least two Fellowship officers (excluding the officer who may be using the passwords) must be obtained.

Once a person is no longer authorized to possess the document containing the passwords, he/she will securely destroy the copy in his/her possession, and he/she will inform the Administrative Director at [fellowship@urantiabook.org](mailto:fellowship@urantiabook.org) when such destruction is completed.

### **II Procedure:**

1. IT Contractor will prepare a document containing all passwords used by the Fellowship
2. IT Contractor will deliver the document to the authorized individuals.
3. Any time a password is changed, the IT Coordinator\* will update the password document and will deliver it to the authorized individuals.
4. Upon receipt of the new updated document the designated individuals will destroy the previous one.

\* The IT Coordinator is appointed by the President with concurrence of the Executive Committee.

*Approved by the Executive Committee 8/1/2013*



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