

## Acceptable Use Policy for Angel Flight Web Sites for Users with Access to Sensitive Information

Approved October 12, 2002 (revision 1.1)

You are being granted access to private information through Angel Flight West's web site(s) (and possibly other web sites linked to this site). (The term "web site" in this document refers to any or all of these web sites or data access mechanisms.) Angel Flight West is very concerned about the privacy of individuals who come into contact with the organization. Please be sensitive to individuals' privacy. Please read and understand the following policy regarding private data and signify your acceptance by signing below.

Angel Flight West reserves the right to revoke your access at any time at our sole discretion, but any infraction of this policy may result in immediate revocation of your access by the Executive Director or the webmaster. Decisions to deny access rights for individuals rests solely with Angel Flight's Executive Director.

Thank you for your attention to this important issue. Maintaining the privacy of our users, members and other constituents is an important factor in our success in helping needy people.

Specifically:

You may not use the data on this site for any purpose other than Angel Flight West business. The determination of what constitutes Angel Flight West business will be at the sole discretion of the Executive Director. If you have any questions about the appropriateness of the use of the data, please contact the office.

Please treat all individuals' personal and contact information in this database as confidential, and use it only in connection with Angel Flight business and only with people who need to know. In particular, information about passengers' illnesses, treatments, and financial conditions must be treated with the utmost sensitivity. Passengers' contact information and flight schedules should also be treated with sensitivity. This applies to all communications, including electronic, written, and verbal.

The full names of individuals, including members and requesters, may not be used in public communications except with their permission. This includes any unsolicited emails and the web site.

You may not store the data in this system outside this system except for special, one-time purposes, and only then with the permission of the Executive Director of Angel Flight West. When data is taken from this system and stored elsewhere, whether on paper or electronically, it should be destroyed promptly after it has been used or is no longer needed. Any data received by you or stored by you in any form outside the web site, such as paper intake forms or emails with intake information, should be destroyed promptly after its use or when no longer needed.

You may not pass this information to third parties outside the organization except in direct connection with the coordination of a flight or flights, or with permission of the Executive Director. In any case, any organization to which you are passing information must have previously agreed to this Acceptable Use Policy by the signature of an authorized representative.

Any unsolicited or mass email communications with individuals in this database must be done using the web site. Access to this function of the web site must be granted to you specifically by the Angel Flight West Executive Director.

You must take all necessary precautions to ensure the security of your username and password. You must keep your username and password private, and may not pass this information in any non-secure format (neither emails or faxes are secure). Please take all necessary precautions to ensure that no one else uses your username and password, or accesses the system through a workstation through which you have gained access.

You must also take all necessary precautions to ensure the security of data in paper form. Please control access to sensitive information in paper form, and destroy it promptly once it is no longer necessary.

I have read the preceding document and I understand the terms of acceptable use for this system. I agree to abide strictly by these terms, and I understand that my access can be revoked at any time by the organization.