

<b>Chapter Title</b> Information Technology / Information Systems	<b>Section #</b> ITIS		<b>Subject #</b> 205
<b>Subject Title</b> <b>Audit and Accountability</b>	Adopted 2/28/23	Last Revised 1/2023	Reviewed NEW

## POLICY

### Application

This policy shall apply to The Right Door for Hope, Recovery and Wellness.

### 1. Intent

This IT policy, and all policies referenced herein, shall apply to all employees including authorized guests and independent contractors (the “User(s)” or “you”) who use, access, or otherwise employ, locally or remotely, the organizations IT Resources, whether individually controlled, shared, stand-alone, or networked.

### 2. Purpose

The purpose of this policy is to ensure best practices are followed for auditing the IT Resources through the implementation, monitoring, management, and retention of auditable data.

### 3. Scope

- 3.1. The IT department must approve the methods of implementing, monitoring, managing, and retaining auditable (e.g. logs) data.
- 3.2. The IT Department must develop an approved documented program to monitor, manage, and review IT Resources and User activities.
- 3.3. The IT department must develop approved standards and processes to guide the implementation and management of logs.
- 3.4. The IT Department must retain logs that meet retention requirements per the Records Retention and Disposal Policy.
- 3.5. The logs must be consistent with IT policies, applicable laws, regulations, and contracts.

Deborah McPeek-McFadden, Board Chairperson	Date		