

## WRITTEN INFORMATION SECURITY DIRECTIVES

This Written Information Security Directives document is written to provide guidance regarding your access and use of sensitive information as defined in the Written Information Security Program (WISP). The WISP is the governing document for your access to sensitive information and the directives listed below are intended to provide guidance regarding your use of New York Council Navy League Inc, Inc., hereinafter “NYNL”, sensitive information in compliance with the WISP.

### 1. Directives. Method of gaining access to sensitive information:

- a. You have an active NYNL membership or are an employee, contractor, vendor, volunteer, officer and/or director in good standing and are executing the duties assigned to your position as defined by the NYNL Bylaws and/or Policy and Procedures Manual.
- b. You have read, acknowledged and executed the NYNL Conflict of Interest Policy Statement and the NLUS Volunteer Acknowledgment Pledge and submitted both to the NYNL ISC.
- c. You have read and understand the Navy League of the United States Privacy Policy listed on [www.navyleague.org](http://www.navyleague.org).
- f. You acknowledge your responsibility to help NYNL employees, contractors, vendors, volunteers and/or directors to work together to manage information and security risks as part of your assigned responsibilities.
- g. You acknowledge that your access to NYNL sensitive information is for the sole purpose of conducting NYNL business and may not be used for any other purpose.
- h. You have submitted your WISP acknowledgment form to the NYNL ISC.

### 2. Safeguards. NYNL has designated the Information Security Coordinator, as defined in the NYNL WISP, to coordinate its information security program.

- a. You certify that your computer has a current, fully patched, and updated firewall program.
- b. You certify that you will not access NYNL sensitive member information on an unsecured network, whether on a computer, laptop, tablet or mobile device. Unsecured networks include home networks, hotel networks, open or for-pay wireless hotspots, convention networks or any other network that is not encrypted with a reasonably difficult passcode.
- c. You certify that if you suspect a malware infection, including viruses, Trojans, spyware or worms, or receive any anomalous reports or messages from anti-virus software or personal firewalls, you will notify the Information Security Coordinator (ISC) immediately and cease accessing NYNL sensitive information.
- d. You acknowledge that the Information Security Coordinator (ISC) may suspend your access to NYNL sensitive information until such time that you have provided the NYNL with any requested analytics showing that your computer is no longer infected.
- e. You acknowledge that the NYNL may block your access to NYNL applications or databases after multiple unsuccessful attempts to gain access.
- f. You acknowledge that you will only have access to sensitive membership information that falls within your areas of responsibility. If at any time you may gain access to information to which you should not have access, you certify that you will inform the NYNL ISC.
- g. You certify that you will provide the NYNL Membership Coordinator with the name, email and phone number of any member or constituent who requests not to be contacted by you and/or the NYNL.
- h. You certify that you will cease from contacting any individual who has requested not to be contacted.
- i. You certify you will neither forward nor share sensitive membership information or your username or login credentials with any other person, regardless of their membership or status with the NYNL or NLUS.

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j. You acknowledge that the NYNL may adjust the requirements listed herein in light of business changes or new circumstances.

### 3. Access and Security.

- a. You understand that your access to sensitive membership information is considered a legitimate business interest for the NYNL.
- b. You acknowledge that the NYNL has a responsibility to its constituents to keep their sensitive information safe. As such, you may not share, distribute or provide access to sensitive membership information with any other person.
- c. You certify that NYNL sensitive information will not be used for any purpose other than those attributed to you through your role as a Council employee, contractor, volunteer and/or Director of NYNL.
- d. You acknowledge that the NYNL cannot secure information that you have downloaded, printed, physically or electronically stored, or caused to be as such.
- e. You acknowledge it is your sole responsibility to properly secure any NYNL sensitive information once it has been downloaded. As such, you acknowledge that you may be personally responsible for any sensitive information that is lost, stolen, misused, transferred or improperly disposed.
- f. You acknowledge that any sensitive information that you have access to or download, print, save or store is only accessible to you during your tenure as a NYNL employee, contractor, volunteer and/or director. You certify that upon the expiration of your term, you will shred or otherwise destroy all sensitive information. Failure to destroy this sensitive information may result in your being personally responsible for information breaches attributed to you during your term.

ACKNOWLEDGMENT FORM FOLLOWS

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### APPENDIX

#### WRITTEN INFORMATION SECURITY DIRECTIVES ACKNOWLEDGMENT FORM

##### ACKNOWLEDGMENT OF RECEIPT AND REVIEW

I acknowledge that I received and read a copy of NYNL's Volunteer Written Information Security Directives, dated October 20, 2020 and understand that it is my responsibility to be familiar with and abide by its terms. I understand that the information in these written directives are intended to help NYNL manage information security risks as part of my responsibilities as a Council employee, contractor, volunteer and/or director. These directives are not promissory and do not set terms or conditions of employment nor create an employment contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date