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Nonprofit Organization IT Policies and Procedures Manual

December 2022

Nonprofit Organization is a 501(c)(3) organization that has a mission to serve the community, ensuring accountability and financial health for years.

4.3 Asset Management and Recycling

When IT assets reach the end of life or become obsolete, they must be disposed of properly. All data is securely destroyed through secure deletion software. When possible, assets are recycled in accordance with recycling and e-waste, plastic and electronic recycling, environmental and chemical waste guidelines to ensure an ethical, environmentally responsible.

4.4 License Management

It is considered an important responsibility of all software licenses. A software license is a contract between the software vendor and the licensee, stating the terms of use of the software. It is important to ensure that all software licenses are properly managed and that the organization is compliant with the license terms. The license agreement is always reviewed when the license is purchased or renewed for ongoing compliance.

5 Cloud Computing and Data Management

5.1 Selection of Cloud Service Providers

Choosing the right cloud service provider is a critical step in the cloud migration process. The selection process should take into account various factors, including: cost, security, compliance, service quality, reliability, and scalability. The provider should also have a strong track record and a proven ability to meet the organization's needs.

5.2 Data Storage and Redundancy

The organization's data is critical. Data redundancy is a critical component of data protection. Data redundancy is the process of creating multiple copies of data to ensure data availability in the event of a disaster.

Policies And Procedures Manual For Non Profit Organization

Thomas Griffiths



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