

# Safeguarding Information at the Club Level

*As suggested by the National Risk Management Committee*

*When storing and “safeguarding” your club’s information, it is important to remember that most club documentation must be kept for seven years.*

*These documents might include but are not limited to: any signed documents, documents or correspondence from the Canada Revenue Agency; club financial*

*statements; meeting minutes and confidentiality agreements. Clubs that do not have a clubroom face some challenges when it comes to safeguarding club information.*

*If your club’s important information is being stored in a cardboard box in someone’s basement, you might wish to consider a more secure system.*

## Clubs without a Clubroom

- Purchase a Rubbermaid waterproof container. Drill holes in both handles and insert small padlocks through the holes. This will help ensure your documentation is secure and safe from damage such as floods, vandalism and fire.
- Use two separate tubs. One tub for member and club information and one tub for accounting related paperwork.
- Keep all accounting paperwork with the current Treasurer and club and member information stays with the current President. These two people would safeguard the containers and related key.
- Record in your meeting minutes the name of who has the tubs and the date the tubs were transferred.
- Incorporate into your club house rules an agreement that the President, Treasurer or designated key holder will hand off all the paperwork and keys to the new designated person at the last club meeting of their term.
- Be sure to record in your meeting minutes the hand-off of the tubs, the keys and the number of tubs turned over. This way you can ensure ALL information is turned over each year and does not get lost.

## Clubs with a Clubroom

- You require an area, storage room or filing cabinet system to ensure your documentation is secure and can only be seen by those with the authority to review that documentation.
- The storage area must keep documentation secure and safe from damage such as floods, vandalism and fire.
- The storage area must be kept locked at all times.
- A club must determine who has access and responsibility for the documentation. The decision should be made during a club meeting with all decisions recorded in the club meeting minutes
- Incorporate into your club house rules an agreement that the President, Treasurer or designated key holder will hand off the key to the new designated person at the last club meeting of their term.

## **If you Decide to Digitally Store Club Documentation**

***There should be a minimum of three (3) copies kept on electronic file and records should be kept for a minimum of seven (7) years.***

- All paper documents should be scanned using a pdf format file and copied onto the media style your club chooses to use.
- All electronic files should be kept in a dry area at the hall in a **locked** bin, safe or filing cabinet.
- The current President, Secretary and Treasurer should also keep a copy of the electronic files at their residence. These files shall be handed over to the new executive at the beginning of each new Kin year. The transfer of the electronic data should be recorded in your club meeting minutes.
- No copies of any records should be kept on a member's personal or club laptop for the next Kin year. This is important as you do not want any hacking or theft of a personal/club computer and information taken.
- All club information should be deleted from personal/club computers when all records have been satisfactorily transferred and stored on another media device.
- If your club members are not currently signing confidentiality agreements, you might want to consider adopting the practice into your club.

As with all of the above...

All Members must know where and who has these important club records, where they are stored and the whereabouts of the key holders for the locked areas.

### **Tips for your club:**

- *Record in your club's minute: who has keys to storage areas, filing cabinets and/or whose home the club documentation is being stored.*
- *Records must be moved in their entirety on an annual basis as executive members change from year to year.*
- *Exchange of documentation and/or keys to club filing cabinet is an excellent procedure to adopt at a change over meeting before your Kin year starts.*



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