

OWNERSHIP OF AND ACCESS TO JCNJ ELECTRONIC DATA POLICY

Revision Number: 1 Supersedes Revision Dated: -

Date Approved: June 22, 2021 This Policy Revision Effective Date: July 1, 2021

Authorized Signatures:

[Signature] 7/10/21

Name / Signature / Date

Secretary

[Signature] July 1, 2021

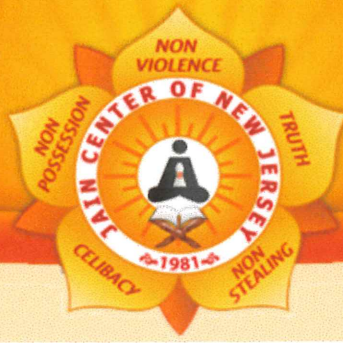
Name / Signature / Date

President

INTRODUCTION:

The 2016 Amended Constitution of Jain Center of New Jersey (here forward referred to as JCNJ) in Article V.C.2.a makes the Board of Trustees responsible for setting long term vision and developing policies to meet the Aims of JCNJ described in Article II.

Registered Members in Good Standing of Jain Center of New Jersey elect members to its Board of Trustees (BoT) and Operations Management Committee (OMC) as called for in the Amended Constitution and By-laws. As required under the Constitution and By-laws, BoT appoints members to sub-committees. In addition, the BoT may appoint project specific, or ad-hoc sub-committees as needed. All members elected to BoT and OMC, and all members appointed by BoT to sub-committees are issued a JCNJ email address. In addition, some (not necessarily all) members appointed to project specific or ad-hoc sub-committees may be issued a JCNJ email address.

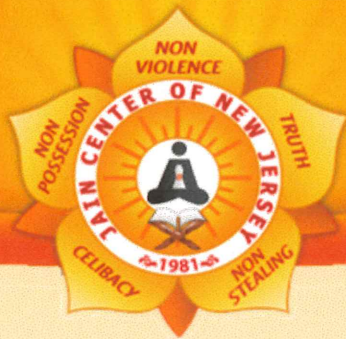


The elected and appointed members of BoT, OMC and sub-committees communicate internally within JCNJ and externally with vendors as needed to conduct JCNJ business under the JCNJ issued email addresses. In this process, they generate informal or official documents. It is critical for JCNJ to establish a policy on ownership of these electronic data. In addition, it is important to have a formal policy on the access to data generated by elected or appointed members once the term of their elected or appointed position has ended.

The objective of this policy is to document the ownership of electronic data generated by JCNJ elected and appointed members who have been issued a JCNJ email address. In addition, it establishes duration of retention of certain types of electronic data generated by the elected and appointed members.

POLICY COMPONENTS:

1. All members of Board of Trustees, Operation Management Committee, four special sub-committees and other project specific or ad-hoc sub-committee are required to conduct JCNJ business using JCNJ issued email addresses only.
2. JCNJ is the sole and absolute owner of all data, electronic or otherwise, generated by members elected to BoT and OMC, and by members appointed to four special sub-committees under its By-laws and any project specific or ad-hoc committees using JCNJ email addresses.
3. Members of the BoT, OMC and special sub-committees lose access to the electronic data they have generated after 180 calendar days from the date their term expires.
4. JCNJ may reinstate access of a member to his/her past electronic data, if the data is available, if a member is elected again to a position on BoT or OMC, or appointed to one of four special sub-committee, or to a project specific or ad-hoc sub-committee set up BoT.
5. Members of BoT, OMC, four special sub-committees, or project specific or ad-hoc sub-committees are not permitted to password-protect any documents they generate, or save one received from any internal (within JCNJ), or external sources including vendors.
6. All members are required to follow the Document Retention Policy and other applicable policies of JCNJ.
7. All JCNJ Officers, committee members and other elected or appointed members who may be required to set up online login credentials at institutions like banks, investment firms, utility companies, or vendor firms shall do so under JCNJ issued roll-based (e.g.,



treasurer@jaincenternj.org) email address. The new person elected or appointed to a roll-based position shall set up a new password at the beginning of his/her term to maintain security of online access.