

# Startup San Diego—Data Access Agreement

**Last updated:** January 31, 2019

## Purpose

As a volunteer for Startup San Diego, your role might involve privileged access to contact, billing, and other sensitive information about individuals and organizations, as well as sensitive information about Startup San Diego operations. This policy outlines unacceptable uses of that information—referred to throughout as “privileged data”—as well as potential consequences for its misuse.

## Summary

Privileged data should only be used in ways which directly uphold the interests and mission of Startup San Diego, and which are reasonable given your role and responsibilities within the organization. Using privileged data for exclusively personal benefit, or to the detriment of Startup San Diego, could result in consequences such as losing access to that data, being removed from your position within Startup San Diego, or being disinvited from participation in Startup San Diego events.

## Who This Applies To

This policy applies to anyone who is, or has been, a volunteer for Startup San Diego or its events, including Startup Week, Convergence, 1st and 3rd Mondays, and Mentor Nights, and who has not signed an agreement which explicitly supersedes this policy.

## Definitions

Examples of privileged data include, but are not limited to the following:

- Any information granted access to through a startupsd.org email account.
- Any information within Startup San Diego’s Google Apps account, including Gmail and Drive.
- Any information within other accounts operated primarily on behalf of Startup San Diego.
- Any information within ticketing, event management, or contact management tools used for Startup San Diego operations and events, such as Eventbrite, Sched, and Greenrope.
- Any billing information, mailing information, or email addresses granted access to by Startup San Diego, or pertaining to attendees of any Startup San Diego event.

## Acceptable Uses

Startup San Diego strives to accommodate and support collaborations with external communities as well as within the organization. The following uses of privileged data are always acceptable:

- Releasing and distributing content when it has been cleared for public release.
- Discussing and distributing content with other individuals within Startup San Diego who also have access to it.

## Unacceptable Uses

Unacceptable uses of privileged data include, but are not limited to:

- Selling or trading it.
- Copying it outside of tools or accounts managed by Startup San Diego, for reasons not in keeping with your role within Startup San Diego.
- Making publicly accessible information which is not cleared for release to the public.
- Using it to promote yourself, your events, or your businesses in ways which are not in keeping with Startup San Diego's mission.
- Using it to promote events, businesses, or individuals not affiliated with Startup San Diego.

## Enforcement Policy

Misuse of privileged data will be evaluated on a case-by-case basis by the Startup San Diego Executive Director, and if needed, the Startup San Diego Board. Depending on the severity of the incident, responses from leadership will escalate along the following lines:

- A warning and/or counseling on responsible data handling practices. Whenever possible, good faith is assumed on behalf of all Startup San Diego volunteers, and learning from mistakes is part of our DNA.
- Losing access to privileged data. This may involve the loss of one or more Startup San Diego accounts, which would in effect constitute removal from your volunteer position.
- Removal from your volunteer position. This would be effective immediately.
- Being disinvited from participation in Startup San Diego events. This is not preferred, and would only become relevant in cases of clearly malicious disregard for Startup San Diego and the community we serve.

## Contact

### **Who do I contact if I think someone is violating this policy?**

Jarrold Russell, Executive Director, [jarrod@startupsd.org](mailto:jarrod@startupsd.org)

Chris Peters, Managing Director of Culture, [chris.peters@startupsd.org](mailto:chris.peters@startupsd.org)

## Agreement

I have read the above policy and agree to be bound by its terms and conditions.

**Name:**

**Date:**