



IT POLICY

Approved by: The Board of Afrikagrupperna

Adoption date: February 2024

Responsible: Secretary General

The purpose of Afrikagrupperna's IT Policy is to ensure safety and efficiency within Afrikagrupperna's IT environment. This policy applies to staff, members of the Board and other representatives of the organisation.

Why?

Afrikagrupperna has employees in multiple countries and collaborates with partner organisations throughout southern Africa. The information and communication we share can be considered sensitive in different contexts and must be kept in a systematic and safe manner. It is also important to make sure the information and material is kept and organised over time as Afrikagrupperna develops. To guarantee efficiency within our organisation and deliver on our goals and objectives, information and tools must be easy for staff to access when necessary.

How?

- By working in well-established and secure systems.
- By working and saving data in "the cloud", a Microsoft server, and using a separate server for automatic back-up.
- By using multifactor authentication on both hardware and software.
- By partnering with an external IT company to scan our IT system on a regular basis as well as deliver organisational and end user support.

- By continuously raising the awareness of risks, providing guidance and knowledge to staff to minimise risks and using the available systems correctly and efficiently.

Afrikagrupperna acknowledges how important it is for the end user to work in a safe and efficient manner. All staff, board members, interns, consultants and others who use our IT environment must thoroughly read through and comply with the instructions provided in Afrikagrupperna's IT Policy.