	APPROVED	POLICY NO.	17
	Restricting Google Folder Access Policy	EFFECTIVE DATE	Nov 20, 2024
		REVISION DATE	

POLICY

BVPA volunteers create documents that need to be shared with other volunteers. Storing these documents on the BVPA shared drive is the most efficient way to share them. As well, storing the documents for future reference by the Board and committees is required.

The Board may store sensitive information on its shared drive, requiring the ability to secure its information. This means that there is a need to restrict the non-Board volunteers' access to documents on the shared drive.

SECURITY RESPONSIBILITY

The Board Secretary is accountable for ensuring that BVPA documents have appropriate security. However, security for each folder on the shared drive will be managed by the folder's creator.

Specifically, the committees' folders will be managed by the Committee Chairpersons. Once a committee member is no longer on that committee, their security is then revoked.

PROCESS

Currently, when a new Board member is given a '@bowvalleypickleball.org' email address, they have access to 1) our Shared Drive and 2) their own My Drive space.

When a non-board member is given a '@bowvalleypickleball.org' email address, they only get their own My Drive space. They are not given access to the Shared Drive.

Security access on the Shared Drive can be granted at the folder level.


ALL BVPA documents will be stored on the Shared Drive.

Committee Chairs will control access to their committees' folders.

All volunteers who need access will be given a Gmail account.

How to grant a non-Board member restrict access to a Google folder:

Step 1: Request to Add Someone to the Folder

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Step 2: Ensure that the General Access is Restricted

When you change an item's general access to Restricted, only people with access can open the file.










1. Find the file or folder in Google Drive, Google Docs, Google Sheets, or Google Slides. 2. Open or select the file or folder.
3. Click Share or Share. ...
4. Under "General access", click the Down arrow .
5. Select Restricted.
6. Click Done.

Ask to share "Social Events" ⓘ


You're a content manager and can't share this folder


Add people and groups

People with access

 michelle-verencik michelle@bowvalleypickleball.org	Content manager
 admin@bowvalleypickleball.org admin@bowvalleypickleball.org	Manager
 Bill Foden bill@bowvalleypickleball.org	Content manager
 Doug Thomson doug@bowvalleypickleball.org	Content manager
 Helen Thomson helen@bowvalleypickleball.org	Content manager
 mike@bowvalleypickleball.org mike@bowvalleypickleball.org	Content manager
 Murray Palmer murray@bowvalleypickleball.org	Content manager
 Rosie Neil rosie@bowvalleypickleball.org	Content manager
 Sheila Churchill sheila@bowvalleypickleball.org	Content manager

General access

 **Restricted**
Only people with access can open with the link

 Copy link
Done