

DACdb Security Levels

System Security Levels	
0 - Public view	There are "transactions" available to display information about the District, the Clubs, and its leadership. Individuals may "opt" to NOT display their "contact information". General membership and contact data ARE NOT AVAILABLE at this level. You would typically use this security level for items that you want to publicly display on a website or registration.
1- Members	<ul style="list-style-type: none"> • Maintain their OWN record • View all public data in Member and Club databases. • If club allows, PMail all in the club from the club members pageâ€œNo PMail icon
2- Committee Chairs	<ul style="list-style-type: none"> • Includes what is listed in Level 0 and Level 1 access • Maintain their OWN record • View all data in Member and Club databases • ADD/DELETE members to their committee • Export all reports pertaining to their committee • PMail all members of their committee, and anyone <i>on</i> that committee can PMail all the members on the committee • If club allows, PMail all in the club from the club members pageâ€œNo PMail icon
3- Event Moderators (e.g. for District Assembly, District Conference, Foundation Seminar, <i>and</i> to maintain the Club Bulletins and the Calendar of Events, etc.)	<ul style="list-style-type: none"> • Includes what is listed in Level 0 through Level 2 access • Maintain contact data in any member record pertaining to their Event • View all data in Member and Club databases • ADD/DELETE members, pertaining to their Event • Export all reports pertaining to their Event • Submit "events" to Club calendar • Submit "club bulletins" • PMail all their Club membersâ€œPMail Icon is available • Upload a public club file (default)
4 - Club Officers: President, Secretary, Exec-Secretary, the CCO - Club Communications Officer, and the"-elect" officers	<ul style="list-style-type: none"> • Includes what is listed in Level 0 through Level 3 access • Maintain any member record in their CLUB • Maintain their CLUB record • View all data in Member and Club databases • ADD/DELETE members • ADD/DELETE any committee in their CLUB • Export all reports pertaining to their CLUB • Submit "events" to Club calendar • Submit "club bulletins" • PMail all their Club membersâ€œPMail Icon is available • PMail all their "peers", such as other Club Presidents, Club Secretaries, Club Treasurersâ€œPMail Icon is available • It is the clubâ€™s responsibility to review and act on needed changes for security levels 4 through 2
5- Area Assistant Governor (same as a Club Officer for the clubs they are responsible for <i>in their area</i>).	<ul style="list-style-type: none"> • Includes what is listed in Level 0 through Level 4 access • View all data in Member and Club databases • Export all reports pertaining to clubs <i>in their Area</i>. • PMail all the Club Presidents <i>in their Area</i>.-PMail Icon is available

<p>6- District Officers (i.e. DG, DGE, DGN, DS etc.). Level 6 is a district function that has access to all members and club information in their home district. This level is typically granted to district leadership team members (including the District Governor) during the time that they have a need to perform these functions. As an example, a PDG should not maintain Level 6 access if they no longer have a need to perform functions that require that level of access.</p>	<ul style="list-style-type: none"> • Includes what is listed in Level 0 through Level 5 access • Maintain any member record in district • View all data in Member and Club databases • ADD/DELETE members • ADD/DELETE any district committee, if enabled • Assign CLUB and CHAIRMAN security levels • Export all available reports • Import RI Excel database (adds "RI MemberIds" coming from the RI database synchronization) • PMail all members in the district-if the district sets this function as a level 6 • PMail any Committee, all members
<p>7-District Administrator/DCO “ allows for super district admin functions like adding clubs, deleting clubs, etc. This level is typically granted by DACdb support or another Level 7 in that district with the permission of the District Governor. There are typically only 2-3 Level 7s in any district. Please note a level 7 cannot then edit the level of another 7. They will need to submit a support ticket to lower the level. Keep level 7’s at a minimum in your district as this security access has availability to all personal identifiable information of any member in the district, plus many functions that should be limited to a very few.</p>	<ul style="list-style-type: none"> • Includes Level 0 through Level 6 access • Maintain any member record in district • Maintain any CLUB record (Add/Chg/Del) • View all data in Member and Club databases • ADD/DELETE members-any committee • ADD/DELETE Clubs • Assign CLUB and CHAIRMAN security levels • Export all available reports • Import RI Excel database (adds "RI MemberIds" coming from the RI database synchronization) • PMail all members in the district • PMail any Committee, all members • Access to Admin tab to add club positions, committee positions, member types, Participation Data types, Event Categories, and any other functions under the Admin Tab • It is the District’s responsibility to review and act on needed changes for Security Levels 5 through 7.
<p>8- Allows a person to switch to another district for which user account access has been granted. This level can only be granted by DACdb support services after being authorized by the RI Director. When requesting this access, a support ticket must be issued. The following should be included when asking for this change: Member Name, Member District, Member Club, Reason for the increased access and an expiration date. When access is given, the member will receive an email requiring them to accept the terms and conditions that go along with this access. Level 8 also is an indicator to District Administrators that this individual probably has a Zone, PETS, RYLA, or RLI administrative role.</p>	<ul style="list-style-type: none"> • Includes Level 0 through Level 7 access • Can communicate with all Districts they have account access to • Set up multi-district events such as PETS, Institute or the various RLI’s • These positions have an expiration date • A support ticket would have to be submitted to extend the expiration date which includes all the parameters listed on the left in red. • It is the Zone Director’s responsibility to review and act on needed changes for Security Level 8.

Keep in mind that these higher security levels also give access to members’ personal identifiable information, and therefore should only be provided to users on a need-to-know basis. Once they no longer have a function requiring this level of access, the access should be reduced to a level related to their role within Rotary. Data Privacy must be protected and maintained.

DACdb Personnel reserves the right to downgrade or remove anyone's Security Level access if we become aware that the Security Level Access has been violated or if the DACdb Terms or Use and Privacy Policies have been violated. Any reports to DACdb of harassment or unauthorized use of Membership Data is subject to loss of Security Access privileges and possible revocation of DACdb usage. We take Data Privacy very seriously and DACdb holds the applicable Officers accountable for this annual review and access enforcement.

All security levels need to be reviewed at a minimum of once annually, and preferably twice annually. Any questions, concerns, or support should be forwarded to the DACdb Support team via a Support Ticket.