

1. Music Together in the Valley LLC's Website Security Policy Statement.

To meet the business objectives and ensure continuity of its operations, Music Together in the Valley LLC shall adopt and follow well-defined and time-tested plans and procedures to ensure integrity, availability, and authenticity of its website and all information contained within. Our website is our interface with the external world. Information contained within it is deemed as authentic statements from the management of our organization. It is imperative to publish only authenticated content on the website and maintain its integrity and availability.

2. Purpose

The purpose of this Website Security Policy is to establish roles for preserving the integrity, availability and authenticity of Music Together in the Valley LLC's website at www.MusicTogetherClasses.org.

3. Scope

3.1. This applies to all employees, contract workers, trainees, and all visitors.

3.2 The Website Security Policy documentation shall consist of Website Security Policy and related procedures and guidelines.

3.3. The Website Security Policy document and all other referenced documents shall be controlled. Version control shall be to preserve the latest release and the previous version of any document. However, the previous version of the documents shall be retained for only a period of two years for legal and knowledge preservation purposes.

3.4 Records being generated as a part of the Website Security Policy shall be retained for a period of two years. Records shall be in hard copy or electronic media. The records shall be owned by the respective system administrators.

3.5 The Website Security Document shall be made available to all employees covered in the scope. All the changes and new releases of this document shall be made available to persons concerned. The maintenance responsibility of the Website Security Policy document shall be the CEO and the website administrator.

4. Privacy

The Website Security Policy document shall be considered as confidential and shall be made available to the concerned persons with proper access control. Subsequent changes and versions of this document shall be controlled.

5. The CEO/designated personnel and website administrator are responsible for the proper implementation of the Website Security Policy.

6. Policy

Following are the policies defined for maintaining security of the website:

6-1. The website shall be developed and maintained as per relevant laws and guidelines of the government of the United States.

6-2. User registration for secured access to the website shall be required when 1) a web application or internal link requires user identification before processing, or b) accessed data has been classified as “sensitive” and requires further authorization.

6-3) To facilitate site management, the information shall be collected for statistical purposes. Music Together in the Valley LLC shall employ software programs to compile summary usage statistics which may be used for assessing what information is relevant to users. The dates so accumulated may be used to help determine technical design specifications identify system performance or pinpoint problem areas.

6-4) Except for authorized security investigations and data collections, no attempts shall be made to identify individual users or their usage habits.

6-5) Unauthorized attempts to upload information or change website information are strictly prohibited.

6-6) Access to sensitive or proprietary business information or the website shall be limited to the CEO and their delegated representatives and the website administrator.

6-7) Individuals who are granted password access to the website are prohibited from sharing the password with or divulging the User ID or password to any third parties. User will notify Music Together in the Valley LLC immediately in the event of a User ID or password being lost or stolen or if the user believes that a non-authorized individual has discovered the password.

6-8) Any data or document upload to social networking sites shall be duly authorized by the competent authority and shall be done by designated persons authorized to do so.

7. Enforcement

Any employee found to have violated this policy may be subjected to disciplinary action in line with HR policy.