

ACE Mentor Program of America, Inc. Database Personal Information Security Policy

ACE Mentor Program of America, Inc (“ACE Mentor”) is strongly committed to maintaining the safety and security of all program participants and especially minors who entrust ACE with their personal information in the database. Therefore, **any individual with administrative access to the database must first undergo and pass a background check** with ACE vendor Verified Volunteers before being permitted to access student/mentor personal information in the database. This includes database administrators, team leaders or anyone afforded the privilege of accessing student and mentor personal information.

Additionally, database administrators are charged with the responsibility of turning off the sub-admin access of any individual when they no longer have an administrative need to access student/mentor personal information in the database. Affiliates should exercise extreme caution when determining who should be given sub-admin access, and efforts should be taken to limit this level of access to as few individuals as possible.

Exporting Personal Info

Many sections of the database allow for exporting information to a spreadsheet, including personal student/mentor information. This exporting capability was included to make managing an affiliate or team an easier task. However, this personal info, especially addresses, should never be saved to a desktop, printed and saved as a paper file or shared with anyone. Addresses should only be used for mailing crucial program info to participants. Once the exported personal info has served its purpose, any saved files should be deleted immediately.

If you have been appointed as your affiliate’s database administrator and would like to request access to the database, please contact your regional director so they can initiate the background check process.