# IT Report Summer 2018

This report is primarily a report on GDPR, since that last IT report was only 4 months ago and my primary task since then has been (mostly) routine tasks relating to Botany Conference – setting up the program, editing data, and working with the mobile app we get from Double Dutch.

## GDPR

Per the Board's instructions, I have been pursuing GDPR compliance by targeting the most visible and consequential items first, putting off expensive, time consuming and less likely to be needed tasks until some future date.  What we have accomplished so far:

- Modified privacy policy in place, and other supported societies advised on their own privacy policy needs.  Our own privacy policy in general in nature, targeted towards our main US based memberships, with a GDPR compliant EU addendum added for those who are in the EU.
- Backup systems revised and tested.  GDPR requires that archived data be stored securely and not be stored "longer than necessary".  Until now, our server backups were simple database and file directory copies stored on a utility server.  There was no automatic purge system; I would simply delete old ones when the disk started getting filled up.  I have now implemented a nice comprehensive backup system that stores each web site's database and files in a single archive, stored on an encrypted storage space on Amazon S3 cloud services.  Active sites are completely backed up once per month, with a "differential" backup made daily. The daily backups are purged after 60 days and full backups are purged after 1 year.
- Further automation of CiviCRM updates.  CiviCRM is arguably where our most sensitive data is stored, and as such it's important that when a security update is released that it get installed quickly.  This involves two components: CiviCRM itself and the Drupal CMS it runs on.  Drupal has by far the most significant security issues, and I have set up Drupal (for all the societies we host CiviCRM for) to be upgraded with just one command.  Once I have an opportunity to run this on a real upgrade for a security release – to prove that it works – I will be able to set up an automated task so that it will check for an update daily and install it if available.  I hope to be able to do this for CiviCRM itself in the future.
- Installation of a GDPR extension in CiviCRM. This extension provides some of the things GDPR requires, such as giving contacts the ability to anonymize themselves, select communications preferences, double opt-in mailing lists, and consent to "Process" data for transactions.  We are still sorting out how to use this, so we haven't rolled it out to the other societies yet.

Going forward, the next tasks will be:
- Updating all CiviCRM sites to the latest release
- Updating two remaining servers to using the latest supported Ubuntu operating system.  This would be for SEB and ASPT.
- Implement intrusion detection system on all servers.
- Publicly document a notification plan to be executed in the event of an intrusion.
- Migrate bulk email process from MailChimp to use CiviCRM's built in functions.
- Add "consent" option to Botany Conference web site for 2019.
- Create a "data map" that shows contacts what information we store about them.

## Beyond GDPR

Mixed in with the GDPR tasks, I will continue to work on other projects:
- Migration of our data on a shared network drive to cloud storage
- Various feature enhancements to Botany Conference
- Complete migration of the old static botany.org site to the content management system
  - Followed by a complete revision of the site design, including responsive design (mobile friendly) and connections to CiviCRM
- Migration of SEB and AFS membership data to CiviCRM
- Creation of a full featured Membership Directory (likely implemented by Toby Lounsbury)
- Creation of a general purpose Awards Management System (likely implemented by a contractor)
- Training a new Membership & Communications staff member ☺