



# THE ADVOCATE...

OCTOBER 2018

FEATURE ARTICLES: PROTECTION OF MEMBERSHIP AND FINANCIAL INFORMATION  
FORUM  
INDEX (ARTICLES OF INTEREST IN PAST NEWSLETTERS)

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Welcome to **THE ADVOCATE**....dedicated to all Council Advocates but to be shared with the Council Executive, and all District Deputies. You may share this with all the members in your Council but it relates strictly to your responsibilities in the Council. I will endeavour to keep every missive short but they are designed to inform and educate you, Worthy Advocates, on the rules and laws of our Order. Remember...it is your responsibility to ensure that your Council knows and follows our Charter, Constitution, Laws and Rules, and also your Council's By-Laws.

Please refer to the *INDEX* section ... it lists articles published in previous issues of this newsletter.

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## ***PROTECTION OF MEMBERSHIP AND FINANCIAL INFORMATION***

Councils, and this includes State and Local Councils, Assemblies, and Chapters, should take reasonable measures and safeguard to ensure all their membership information and financial information is not improperly disclosed or misused.

Membership information and financial information should not be published or distributed in hard copy or electronic/digital format (email, website, social media), unless required for ordinary fraternal business, and only the minimum amount of information should ever be disclosed. Never publish or distribute personally identifiable information such as date of birth, or bank account numbers or balances. If, for some reason, personally identifiable information needs to be transmitted or distributed electronically, the information should be encrypted.

During business meetings, officers may disclose information, to the extent that it is relevant and necessary, in the course of delivering a report. Officers should use care when including membership information and financial information in published meeting minutes, including such information only when necessary.

There is no reason to ever request or store a member's social insurance number. At one time a previous version of the Form 100 included a space for an applicant to disclose his number, the form has been changed so that this information is no longer requested. To the

extent that Councils have stored documents (in hard copy or electronic/digital format) that contain the social insurance number of any member or applicant, that information should be deleted or redacted.

### **Best Practices for Safeguarding Information**

In order to help Councils safeguard membership information and financial information, Council officers should consider implementing the following best practices:

- Use the blind carbon copy (bcc:) feature when sending broadcast emails to multiple recipients.
- Exercise care and caution where it is necessary to exchange sensitive membership and financial information online. If such information, including personally identifiable information is transmitted or distributed electronically, the information should be encrypted.
- Write “Confidential” in the subject line when sending such information via email and ensure that only the correct recipients receive the email. Alternatively, officers may consider using a secure file-sharing website/interface or a password-protected website to exchange sensitive information securely.
- Utilize the Order’s tools such as Officers Online/Member Management, which have built-in security features.
- Remove metadata and geographic data from posts on Council social media pages.  
**Councils and members should understand that posting materials online creates a permanent record.**
- Establish a dedicated email address for the Council that is accessible by the principal officers... the Grand Knight, Deputy Grand Knight, Financial Secretary, and Recorder (e.g., [kofcCouncilXXXX@gmail.com](mailto:kofcCouncilXXXX@gmail.com)).
- Establish dedicated email addresses for each Council officer position (e.g. [kofcCouncilXXXXadvocate@gmail.com](mailto:kofcCouncilXXXXadvocate@gmail.com)).
- Be sure to use a unique and complex password for any email account and to utilize security questions that are not easily guessed.
- All passwords should be changed whenever there is a change of officer(s) and at the start of each new Columbian year.

Signing up for an email address (such as a [Gmail](#) account) is free and simple to do. A Council email account can serve as an archive for the present and future principal officers of a Council. Moreover, because Council email accounts may be accessed by multiple officers, the information stored on these accounts would be immediately available to other officers in the event that one of the officers is incapacitated.

## **Membership Directories**

Councils may create a roster or directory for contacting members about Council business and events. If the Council wishes to distribute a roster / directory to its members, the Grand Knight must notify the members of his intent to do so and provide reasonable time for any member to opt out of having his information published in the Council directory.

Councils and members may not, under any circumstances, distribute or make available membership rosters or directories to persons who are not members of the Council.

If State, Local Councils, Assemblies, and Chapters decide to publish on its website the names and contact information of its officers (i.e.; District Deputies, Financial Secretaries, State appointed Chairmen and Directors, Presidents, or other members) this information must be on a password-protected section of the website, accessible only to current members. If the Council's website does not have this protective functionality, then such information should not publish at all regardless.

For additional information on this topic please refer to the Officer's desktop Reference on Supreme's web site [www.kofc.org](http://www.kofc.org)

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## ***FORUM***

### **Praesidium / Armatus Reports**

Let me start by stating not everyone can access this site. All access is controlled and administered by Supreme.

If you received an invitation to take the Praesidium training this means you are granted permission to take the course but you may not be granted permission to the Administrator's section. Because of confidentiality issues please check with Praesidium if this is the case and you wish to view certain reports.

I received a request to provide step-by-step instructions on how to view which Councils, and more specifically which State and Council officers are designated to take the Praesidium training, did not even start or complete the course.

1. Login into Supreme's website with credentials provided to you in the invitation.
2. The Officers Online website starts up.
3. Select the icon titled ***Office of Youth Protection***
4. Scroll down to and select ***13. Armatus Login Instructions***
5. Select ***HERE*** to continue to the login page.
6. The Armatus home page is displayed. Follow the instructions to log in.

In the invitation sent to you by Praesidium a unique ***username*** and ***password*** was included. You require these credentials to continue now and for any future logins to this site.

7. As I mentioned earlier, ONLY if you have been granted permission you will see the **Administration** icon ... which is located at the bottom of this web page.
8. Select the **Administration** icon and a new Login is requested. Use the same unique **username** and **password** that was used to login into the Armatus site.
9. The reports and other options are displayed.

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Your feedback is invaluable. If anyone has any questions or comments drop me a line. Also, if there is a topic you wish covered in future newsletters just send a note to [SA2017@kofc.ab.ca](mailto:SA2017@kofc.ab.ca)

Thank you ...and God Bless.

**Vivat Jesus**  
**Sir Knight John Onyskiw**  
**State Advocate**

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