Secure Information Storage

Two-Custodian Checklist | Keep volunteer information local, private, and protected.

1. Choose two trusted custodians

Choose a primary local organizer and one backup. Both agree to protect the forms and respect volunteers' privacy.

2. Collect only what is needed

Participation is voluntary. Ask only for useful contact, skills, availability, or assistance information. Leave optional fields blank when possible.

3. Keep completed forms offline

Store paper forms in a locked drawer or cabinet. Do not upload them to Able Neighbours, shared drives, group chats, or public websites.

4. Limit who can see them

Only the designated custodians should access the forms, and only when needed for neighbourhood preparedness or assistance. Do not share lists publicly.

5. Use information carefully

Contact volunteers privately. Share only the minimum details needed to coordinate agreed assistance. In an emergency, contact official emergency services when available.

6. Review and securely dispose

Review information regularly with volunteers. Correct or remove details when requested. Shred outdated or unneeded forms; do not put them in ordinary recycling.

Simple rule: Minimum personal information. Maximum practical protection.