



## Durham Non-Profit Recovery Network (DNRN)

### Shared Software and Technology Terms and Conditions

For questions or more information, please contact:

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The shared software and technology that is eligible/purchased to be used by Durham Non-Profit Recovery Network (DNRN) organizations include:

- Adobe Creative Cloud
- GoToMeeting/GoToWebinar
- Grant Connect
- Tableau
- Zoom/Zoom Webinar

It is understood that organizations in the DNRN can use the shared software and technology for the following:

- Attaining and researching funding opportunities.
- Creating marketing and social media posts and materials.
- Creating and formatting documents, reports, and other digital or print materials.
- Establishing organizational branding.
- Connecting virtually with clients, colleagues, and networks (including the DNRN Working Group).
- Facilitating or hosting virtual webinars and workshops.
- Data analysis and visualization.

As the administrative agency for the shared software and technology, Community Development Council Durham (CDCD) will commit to:

- Administering the login credentials for all shared software and technology to approved DNRN organizations upon request.
- Providing administrative support which includes, but is not limited to:
  - Arranging and facilitating information/training sessions for the shared software and technology.
  - Ensuring that DNRN organizations are able to access and use the shared software and technology equitably.
  - Managing accounts/login credentials for all shared software and technology.
  - Managing login information/passwords for all shared software and technology which includes, but is not limited to:
    - Changing passwords once every 90 days.
    - Changing accounts/login credentials in the event of a breach in account/login credential protection or privacy.
    - Informing DNRN organizations of any account/login credential changes.
  - Providing software and technology support, where at all possible.

All DNRN organizations shall commit to:

- Acknowledging that all shared software and technology are eligible/purchased to be used for the length of 1 year (March 2022 to March 2023).
- Acknowledging that all shared software and technology are to be shared collaboratively and equitably, and for the purposes of:
  - Addressing infrastructural challenges:
    - E.g., operational challenges, staff hiring and retention, etc.
  - Genuine collaboration:
    - E.g., innovation, investing in grassroots and small organizations, showcasing non-profit needs and successes, etc.
  - Ensuring non-profit engagement with government, funders, and private investors:
    - E.g., changing the narrative around the non-profit sector, offering support to grassroots groups and non-profits to establish better working relationships, etc.
- Acknowledging that any activities that are a breach of protection or privacy can result in the administrator at CDCD changing all accounts/login credentials, and removing the DNRN organization's eligibility to use all shared software and technology. These activities include, but are not limited to:
  - Distributing or sharing accounts/login credentials with other DNRN organizations, organizational colleagues/team members, clients, etc.
  - Accessing/distributing/reviewing documents, reports, recordings, etc. that do not belong to one's own organization, and their organization alone; or without the permission of the author-organization.
  - Storing accounts/login credentials online without encryption, or writing them down.
- Maintaining the confidentiality and privacy of accounts/login information/passwords of all shared software and technology which includes, but is not limited to:
  - Acknowledging that all account/login credentials for all shared software and technology are to be shared by the administrator at CDCD, and the administrator alone.
  - Acknowledging that all account/login credentials provided to the individual in a DNRN organization from the administrator at CDCD are for the sole use of the individual, and the individual alone.