



NARCC EMAIL POLICY

The purpose of this email policy is to ensure the proper use of NARCC's email system and make users aware of what NARCC deems as acceptable and unacceptable use of its email system. NARCC reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately. This document shall be considered an addendum to the current version of The NARCC Policies and Procedures, and shall require the same approval to amend this policy.

REVISION HISTORY

Version	Date	Comments
DRAFT-V1	10/3/2014	Document created
DRAFT-V2	12/16/2014	Incorporate suggestions from staff
DRAFT-V2b	12/28/2014	Incorporate suggestion from staff
DRAFT-V2b	12/28/2014	Approved by the Rules Committee and submitted to Board of Directors
FINAL-V1.0	1/26/2015	Approved by Board w/minor amendments 1/25/2015

LEGAL RISKS

Email is a business communications tool and users are obliged to use this tool in a responsible, effective and lawful manner. Email is often the primary communication and awareness method within an organization. At the same time, misuse of email can post many legal, privacy, and security risks, thus it is important for users to understand the appropriate use of electronic communications. Although email seems to be less formal than other written communication, the same laws apply. Therefore, it is important that you are aware of the legal risks of email:

- ◆ If you send or forward emails with any libelous, defamatory, offensive, racist or obscene remarks, you and NARCC can be held liable.
- ◆ If you unlawfully forward confidential information, you and NARCC can be held liable.
- ◆ If you send an attachment that contains a virus, you NARCC can be held liable.
- ◆ All messages distributed via the company's email system, even personal emails, are NARCC property. You must have no expectation of privacy in anything that you create, store, send or receive on the company's email system.
- ◆ All personal data contained in emails may be accessible under Data Protection legislation and, furthermore, a substantial portion of emails to Government and other public bodies may be accessible under Freedom of Information legislation. Email should always be regarded as potentially public information, which carries a heightened risk of legal liability for the sender, the recipient and the organizations for which they work.

By following the guidelines in this policy, you can minimize the legal risks involved in the use of email. If you disregard the rules set out in this Email Policy, you and NARCC could be held liable for your actions.

SCOPE

This Policy covers appropriate use of any email sent from a NARCC email address and applies to all Staff Members, Directors, Officers, and agents acting on behalf of NARCC.

RULES FOR EMAIL USE

The following rules are to be strictly adhered to:

- ◆ You will be expected to use the NARCC Email system for all official business of NARCC. This is necessary to ensure that all messages, both inbound and outbound are archived. It is prohibited to use any other email address, mailbox, email service for NARCC Business.
- ◆ It is prohibited to send or forward emails containing libelous, defamatory, offensive, racist, sexist or obscene remarks. Only send emails of which the content could be displayed on a public notice board. If emails cannot be displayed publicly in their current state, consider rephrasing them, or using other means of communication. The NARCC email system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, gender identity, pornography, religious beliefs and practice, political beliefs, or national origin. NARCC's Non-Discrimination Policy shall be followed at all times. Staff members who receive any emails with this content from any NARCC staff member should report the matter to the IT Services Committee immediately.
- ◆ The following are prohibited:
 - To Forward a message with sensitive information without acquiring permission from the sender first.
 - To Intentionally Send unsolicited email messages (spam).
 - To Forge or attempt to forge email messages.
 - To Disguise or attempt to disguise your identity when sending mail.
 - To Send email messages using another person's email account.
- ◆ Messages with confidential content should be distributed to NARCC staff only. Forwarding confidential content to locations outside of the NARCC mail system is prohibited. Discussing the privacy protected portions of an Organization's records (see NARCC Privacy Policy) with the Primary rep of that Organization would be exempt from this prohibition.
- ◆ It is strictly forbidden to use the NARCC email system for anything other than legitimate NARCC business purposes. Therefore, the sending of personal emails, chain letters, junk mail, and jokes is prohibited.
- ◆ Subscription to electronic services, internet mail lists, or other contracts on behalf of NARCC is prohibited unless you have the express authority from an authorized member of staff, or the NARCC Board to do so.
- ◆ Users shall spell check and correct all errors in all emails prior to transmission.
- ◆ All messages distributed via the company's email system are the property of NARCC.
- ◆ NARCC Staff members shall have no expectation of privacy in anything they store, send, or receive on the NARCC email system. NARCC may monitor messages without prior notice; however NARCC shall not be obliged to monitor email messages. All email will be retained and archived, both inbound and outbound.
- ◆ Users are prohibited from automatically forwarding NARCC email to a third party email system. Individual messages which are forwarded by the user must not contain NARCC confidential information, or any content prohibited above.
- ◆ All passwords shall use a combination of words (or alpha characters), numbers, and special characters. All passwords shall be at least 15 characters in length. The use of passwords to gain access to the computer system or to secure specific files does not provide users with an expectation of privacy in the document or system.
- ◆ Only mark emails as important if they really are important.
- ◆ The use of internet abbreviations and characters such as smileys are not encouraged.
- ◆ Signatures must include your name, job title, and the Corporate name.

If there are any questions about this policy, address them to the IT Services Committee whose email address is: webmaster@narcc.org. If you do not have any questions, NARCC presumes that you understand and are aware of the rules and guidelines in this Email Policy and will adhere to them.