

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

AUTHORITATIVE POLICY: Information Technology and Security

Board Resolution No.: 2013-10-01

PROCEDURE: 2.10 - Electronic Mail

1.0 Introduction

Policy:

The use of electronic mail (e-mail) shall be limited to support the Authority's business needs.

Purpose:

To delineate specific standards regarding the use of e-mail within the company IT network.

Scope:

This policy applies to all company personnel and computer systems.

Responsibilities:

All employees are responsible for knowing, understanding, and adhering to the Authority's e-mail policy.

The IT Director is responsible for monitoring e-mail use and advising the Executive Director of incidents requiring the enforcement of the Authority's e-mail policy.

Definitions:

Chain email or letter – Email sent to successive, or groups of people. Typically, the body of the note has directions instructing the user to forward multiple copies and promises good luck or money.

User – Anyone with authorized access to the Authority technology resources including permanent and temporary employees or third party personnel such as temporaries, contractors, consultants, and other parties with valid Authority access accounts.

2.0 Procedure:

2.1 Prohibited Use

Use of Authority systems to engage in any communication or action that is threatening, discriminatory (based on race, creed, color, age, sex, physical, handicap, sexual orientation, or otherwise), defamatory, slanderous, obscene, or harassing is prohibited. Electronic communications may not disclose personnel or customer information without express prior written authorization from the Executive Director. The use of "DANC_ALL" for mass emailing should not be used unless approved by a Manager, subject to guidance from the Executive Director.

2.2 Personal Use

Using a reasonable amount of Authority resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke emails from an Authority email account is prohibited.

2.3 Monitoring

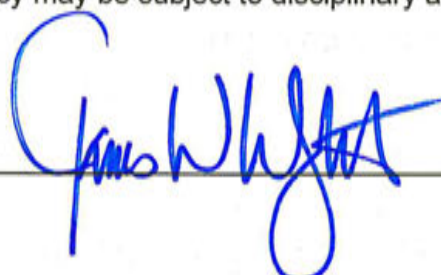
All electronic communications using Authority systems are the property of the Authority. All electronic communications sent, receive, or stored are deemed to be business messages. Users should have no expectation of privacy with respect to any electronic message. The Authority reserves the right to monitor, access, review, copy, store, or delete any electronic communications, including personal messages, from the systems for any purpose and to disclose them to others, as it deems appropriate.

2.4 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Date Adopted: April 1, 2014

Authorized:

A handwritten signature in blue ink, appearing to read "Chris Wright", is written over a horizontal line.

User Signature _____

Date _____