

## Email and Electronic Communication Policy

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### General

This Policy deals with the use of email, internet messaging, internet chat etc. in the course of AOCRA Business and AOCRA websites.

### Policy

#### Use of Email

All emails should at least be acknowledged within three working days.

Users of AOCRA allocated email addresses or officers sending AOCRA emails must:

- Utilize up to date anti-virus scripts and methods.
- Report known Email use violations to the AOCRA President.
- Acknowledge that AOCRA reserves the right to monitor and log Email use by any user, without notice.
- Acknowledge that AOCRA reserves ownership of all Email communications and file attachments, residing on the AOCRA Email system.
- Not share Email account numbers, user logon IDs or passwords.
- Not intercept or attempt to intercept any Electronic Mails a user is not authorized or intended to receive.
- Not use unauthorized anonymous and pseudonymous addresses for Electronic Emails.
- Not knowingly send or receive email that:

- o Disrupts, obstructs, or burdens network resources for non-business purposes (i.e., chain letters)
- o Utilizes the Email for illegal purpose
- o Conducts any gambling, betting or gaming activity
- o Violates or infringes on the rights of any other person
- o Contains defamatory, false, abusive, obscene, pornographic, sexually oriented, threatening, racially offensive, or otherwise bias or illegal material or
- o Violates the AOCRA Member Protection Policy.

AOCRA Officers should ensure their personal businesses websites etc are not included in email signatures or promoted in official AOCRA correspondence without the written permission of the AOCRA President.

#### Out of Office Message Usage

Employees should ensure that when they will not be able to access their emails for more than 24hrs a suitable "Out of Office" message is set-up. The message should advise an appropriate alternate email for urgent matters.

#### Personal use of Email, Instant Messaging and Internet Chat

Personal email usage during work hours is to be kept to a minimum.

Personal use of internet chat or instant messaging is not permitted during work hours.

#### Websites

[www.aocra.com.au](http://www.aocra.com.au) is the only Official Website of AOCRA. The President may give permission for the establishment of other websites for specific events and projects. The President may also give permission for the establishment of other social media sites such as Facebook, Twitter and YouTube.

AOCRA Staff and Officers must not advertise any other site as being a source of official AOCRA information ( with the exception of the above listed sites and or social media) as being a source of AOCRA information

### **Record Retention**

Electronic mail is subject to the same records retention rules that apply to other documents and must be retained in accordance with AOCRA records retention procedures. The following guidelines:

- The retention requirement associated with any document is determined by its content, not the method of delivery.
- The responsibility of retaining an internally created and distributed document (or message) most often falls on the author – not the recipients. Recipients may delete such received messages when their use has been fulfilled.
- Employees who receive messages from outside AOCRA are responsible for proper records retention of those messages. Most casual email messages are “transitory records” and may be deleted.
- For records retention purposes, electronic mail that is digitally signed must be filed electronically rather than on paper if the signature is of importance to the legal status or
- Email that has been requested in a subpoena or public information request must be retained until the request has been addressed, even if the retention period has expired.

### **Disciplinary Action**

Violation of this policy may result in disciplinary action which may include termination for employees a termination of employment relationship in the case of contractors or consultants. Additionally, individuals may be subject to loss of access privileges and civil and/or criminal Prosecution.

***Adopted by the Management Committee on 12/1/2012***