

International Believers' Church of Debrecen

Email Policy

Overview

Electronic email is pervasively used in almost all industry verticals and is often the primary communication and awareness method within an organization. However, misuse of email can pose many legal, privacy, and security risks; thus, it's essential for users to understand the appropriate use of electronic communications.

Purpose

This email policy aims to ensure the proper use of the International Believers' Church of Debrecen (IBCD) email system and make users aware of what IBCD deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for the use of email within the IBCD Network.

Scope

This policy covers the appropriate use of any email sent from an IBCD email address and applies to all employees, vendors, volunteers, and agents operating on behalf of IBCD.

Policy

1. All use of email must be consistent with IBCD policies and procedures of ethical conduct, safety, compliance with applicable laws, and proper business practices.
2. IBCD email accounts should be used primarily for IBCD business- and ministry-related purposes; personal communication is limited, but non-IBCD-related commercial uses are prohibited.
3. All IBCD data contained within an email message or an attachment must be secured according to the *Data Protection Standard*.
4. Email should be retained only if it qualifies as an IBCD business record. Email is an IBCD business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email.
5. The email identified as an IBCD business record shall be retained according to IBCD Record Retention Schedule.

6. The IBCD email system shall not be used to create or distribute offensive messages, including offensive comments about race, gender, hair color, disabilities, age, pornography, political beliefs, or national origin. Employees/Volunteers who receive any emails with this content from any IBCD personnel should report the matter to the Office immediately.

7. Users are prohibited from automatically forwarding IBCD emails to a third-party email system (noted in 4.8 below). Individual messages forwarded by the user must not contain IBCD confidential or above information.

8. Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, MSN Hotmail, etc., from conducting IBCD business, creating or memorializing any binding transactions, or storing and retaining email on behalf of IBCD. Such communications and transactions should be conducted through proper channels using IBCD-approved documentation.

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

10. IBCD personnel shall have no expectation of privacy in anything they store, send or receive on the IBCD email system.

11. IBCD may monitor messages without prior notice. IBCD is not obliged to monitor email messages.

Policy Compliance

1. **Compliance Measurement** – The Leadership Team will verify compliance with this policy through various methods, including but not limited to periodic walk-thru's, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

2. **Exceptions** – Any exception to the policy must be approved by the Leadership Team in advance.

3. **Non-Compliance** – An employee/volunteer who violates this policy may be subject to disciplinary action, including dismissal.

Related Standards, Policies, and Processes

Data Protection Policy

Revision History

Date of Change	Responsible	Summary of Change

