



## **POLICY CATEGORY: HUMAN RESOURCES**

### **POLICY TITLE: INFORMATION AND COMMUNICATION MANAGEMENT**

Policy Number: 2.06

Date Approved: March 9<sup>th</sup>, 2018

#### **Purpose:**

There exists a need to treat electronic mail ("email") much like hard copy mail to assure the recipient required to take action is clearly defined as well as whether copies are for input or information only to avoid duplication of effort. Such protocol also assures security of information transmitted and minimized release of recipient email addresses to potential spammers and viruses.

#### **Definitions:**

#### **Policy Statement:**

It is the policy of the Nova Scotia Curling Association (NSCA) that email documents follow a protocol that assures distribution in a controlled manner, which maximizes the security and confidential aspects of the transmitted information to the intended parties. A broad-based mail out use of email should also respect privacy legislation requirements and assist in minimizing disclosure of recipients' addresses to potential abuse.

#### **Scope:**

## Related Procedure(s): III – PROCEDURE

NSCA directors' and staff's email correspondence must be directed to a specific executive member, director, or the executive director of whom an action is being solicited. Copies are to be kept to a minimum by identified CC to only those with a "Need to Know".

If there is confidential information in the email that should not be inadvertently forwarded to others, it should be clearly identified "*Confidential*" in the Subject Title.

If copying correspondence to parties outside the Board, a "BCC" (Blind carbon copy) may be used to avoid releasing email addresses. In this instance the courtesy of listing the names of those copied should be in the body of the email. (Unlike addresses in the "To:" or "CC:" field, addresses in the "BCC:" field cannot be seen by other users such as spammers. Also many email-borne viruses harvest email addresses contained in those long lists in forwarded messages and pose a risk to all the accounts they point to.)

Agenda, pre-meeting packages, and minutes of Board meetings may be distributed by only the Secretary or Executive Director to the complete identified recipient group. This may be accomplished by *using displayed CC* or List Servers (comprised of a list of individuals' Email addresses, or under one Email address such that a message sent to this one Email address reaches everyone on the list). These lists should be restricted to a certain degree in terms of what information goes to whom and how it is delivered. These lists are to be under the control of the secretary or executive director. Email servers may be set up to reject an incoming message that is being sent to a large number of recipients (typically 35 to 50) as potential spam thereby deleting it automatically. To avoid this, send to smaller subgroups.

When an email is to be sent to a committee, the circulated list of recipients should be disclosed. If there is any concern that the circulation may be beyond the disclosed group, it is advisable to list the members copied in the body of the Email and distribution by "*undisclosed recipients*" so that the email addresses are not visible to the recipients and misuse of the email addresses cannot occur.

Newsletters or mass mail outs can be distributed efficiently using List Servers.

Email may be used for voting purposes; however, the email must clearly identify the sender, beyond all reasonable doubt, and must be addressed to any one of the President, The Secretary, the Chair of the Nominating Committee or the Executive Director. In cases of voting via email it is desirable only one recipient should be used (i.e. no "CC" or "BCC" copies).

Revision History	
Date Approved	Comments