



Organisation (Majlis Ansarullah UK) email usage policy V1.2

Policy brief & purpose

Our organisations email usage policy helps our members use their official email addresses appropriately. Email is essential to our everyday work. We want to ensure that our members understand the limitations of using our organisations email accounts.

Our aim is to protect our confidential data from breaches and safeguard our reputation and technological property.

Scope

This policy applies to all members. Email addresses may be assigned to an individual (e.g. member@ansarullahuk.org) or department (e.g. compliance@ansarullahuk.org.)

Policy elements

Organisation emails are powerful tools that help members in their roles. Members should use their organisation email primarily for Ansarullah/Jamaat-related purposes. However, we want to provide members with some freedom to use their emails for personal reasons.

We will define what constitutes appropriate and inappropriate use.

-Inappropriate use of the organisations official email

Our members represent our organisation whenever they use their Ansar email address. They must not:

- Sign up for illegal, unreliable, disreputable or suspect websites and services.
- Send unauthorized marketing content or solicitation emails.
- Register for a competitor's services unless authorized.
- Send insulting or discriminatory messages and content.
- Intentionally spam other people's emails, including other internal members.
- Register their email address for personal shopping, or any other personal gain.
- Share their email credentials with any other person within, or outside, the organisation.

Our organisation has the right to monitor and archive organisation emails.

-Appropriate use of organisations official email

Members are allowed to use their organisation email for work-related purposes without limitations. For example, members can use their email to:

- Communicate with internal, external contacts and organisations.
- Log in to purchased software they have legitimate access to.
- Give their email address to people they meet at conferences, seminars, Jamaat-related events or other Majlis Ansarullah UK and Jamaat related events and purposes.
- Sign up for newsletters, platforms and other online services that will help them with their roles and responsibilities.

Personal use

Members are allowed to use their organisation email for some personal reasons. For example, members can use their organisation email to:

- Register for classes or meetups.
- Send emails to friends and family as long as they don't spam or disclose confidential information.

Members must adhere to this policy at all times, in addition to our confidentiality and data protection guidelines.

Email security

Email is often the medium of hacker attacks, confidentiality breaches, viruses and other malware. These issues can compromise our reputation, legality and security of our equipment and infrastructure.

Members must:

- Select strong passwords with at least eight characters (capital and lower-case letters, symbols and numbers) without using personal information (e.g. birthdays.)
- Remember passwords instead of writing them down and keep them secret.
- Change their email password often.

Also, members should always be vigilant to catch emails that carry malware or phishing attempts. We instruct members to:

- Avoid opening attachments and clicking on links when content is not adequately explained (e.g. "Watch this video, it's amazing.")
- Be suspicious of clickbait titles.
- Check email and names of unknown senders to ensure they are legitimate.
- Look for inconsistencies or style red flags (e.g. grammar mistakes, capital letters, excessive number of exclamation marks.)

If a member isn't sure that an email they received is safe, they must report to helpdesk@ansarullahuk.org immediately – do NOT click on the link or open an attachments.

Email signature

The email signature is provided automatically using our central controlled mechanisms. Members are discouraged from including additional signature information.

Members may also include professional images, company logos and work-related videos and links in email signatures. If they are unsure how to do so, they can ask for assistance by emailing helpdesk@ansarullahuk.org.

Members must not:

- Use their email address to send confidential data without authorization.
- Send offensive or inappropriate emails to any recipient.
- Use organisation emails for illegal activity.

Members who do not adhere to the present policy will be reported to Sadr Majlis, in writing.

Official email address continuation policy

Email accounts and their content are the property of Majlis Ansarullah UK. Upon termination of your role, the email account assigned to you shall be transferred to your successor.

Accompanying the transfer of the email address all content of emails, attachments, contacts, contact/recipient/sender email addresses will be available to your successor.

You will not have access to the email account, or any of its contents, after your termination.

Disclaimer

This policy document is meant to provide general guidelines and should be used as a reference; it may not take into account all relevant UK laws; and is not a legal document.