



Email Policy

Introduction

Use of email by employees of Welsh Boxing is permitted and encouraged where such use supports the goals and objectives of the business. However, all employees have a duty to ensure that emails and any attachments are compliant with all relevant legislation, including the General Data Protection Regulations.

This policy sets out the requirements for all employees to ensure they:

- comply with current legislation
- use email in an acceptable way
- do not create unnecessary business risk to the company by their misuse of the internet

Who does this Policy affect?

This policy affects all staff, volunteers, Board members and a contractor given access to Welsh Boxing's email system. For the purpose of brevity, the term employee is used to cover everyone this policy affects.

This policy is deemed to have been made known to an employee by reason of its publication on the Welsh Boxing website.

Unacceptable behavior

The following behaviour by an employee is considered unacceptable:

- use of company communications systems for personal messaging, or to set up personal businesses or send chain letters
- forwarding of company confidential messages to external locations

- distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal
- distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment
- accessing copyrighted information in a way that violates the copyright
- breaking into the company's or another organisation's system or unauthorised use of a password/mailbox
- broadcasting unsolicited personal views on social, political, religious or other non-business related matters
- transmitting unsolicited commercial or advertising material
- undertaking deliberate activities that waste staff effort or networked resources
- introducing any form of computer virus or malware into the corporate network

Monitoring

Welsh Boxing accepts that the use of email is a valuable business tool. However, misuse of this facility can have a negative impact upon employee productivity, the reputation of the organisation, and the rights and freedoms of its athletes. In addition, all of the organisation's email resources are provided for business purposes only. Therefore, the organisation maintains the right to examine any systems and inspect any data recorded in those systems, even where held on an employee's personal hardware.

In order to ensure compliance with this policy, the organisation also reserves the right to use monitoring software in order to check upon the use and content of emails. Such monitoring is for legitimate purposes only and will be undertaken in accordance with a procedure agreed with employees.

Sanctions

Where it is believed that an employee has failed to comply with this policy, they will face the organisation's disciplinary procedure. If the employee is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal, and/or any other appropriate penalty included in the organization's disciplinary

procedures. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record.

Agreement

Welsh Boxing may ask any employee who has been granted the right to use Welsh Boxing's email services to sign this agreement confirming their understanding and acceptance of this policy. Applicability and enforceability of this policy to and against an employee shall not be limited by the fact or absence of signing.

Fair and safe processing

Welsh Boxing is obligated under 'Data Protection Legislation' which means the Data Protection Act 2018 (as amended) including any successor legislation or obligations, and including but not by way of limitation the GDPR regulations, to process personal data fairly and lawfully in accordance with individuals' rights. This includes any personal information sent by email. Welsh Boxing will always ensure that where it is processing personal data, which includes sending personally identifiable information in an email, it will have a lawful basis for doing so.

Emails that contain personal data i.e. personally identifiable information either in the main body or within an attachment **must** be:

- Necessary to deliver Welsh Boxing services and kept to a minimum
- Not unduly prejudice the individual's privacy or rights

In addition, emails that contain **Sensitive Personal Data*** either in the main body or within an attachment must be encrypted.

* Sensitive personal data is data relating to a person's racial or ethnic origin, political opinions or religious or philosophical beliefs, physical or mental health, sex life, or trade union membership.

Data security

All employees have a duty to keep personal data secure against loss or misuse. This includes emails and account details required to access email systems (i.e. account names and passwords).

Storing data securely

Employees must never share their passwords or account details with anyone else.

Employees should be particularly sensitive to phishing, fraud or shoulder-surfing designed to obtain log in details. All suspected attempts should be reported to the Chief Executive immediately.

Any emails containing personal data should be audited on a monthly basis to establish if they can be destroyed. Personal data will not be kept for longer than 5 years except where there is a lawful basis for its longer retention.

Emails containing Sensitive Personal Data must immediately be deleted from inboxes, sent items and any folder storage once they are no longer needed.

All data, including that of email accounts stored on a computer should be protected by strong passwords that are changed regularly.

Emails data should never be saved directly to mobile devices such as laptops, tablets or smartphones.

Training and Awareness

All new Wesh Boxing employees, volunteers and Board Members will receive training on this policy and data confidentiality.

Email Policy Agreement Form

☐ I have read and understand the Email Policy

☐ I note the requirement to not disclose my email account to anyone, encrypt Sensitive Personal Data and ensure emails with personally identifiable information are destroyed after use.

Signed:

Name:

Date: