



Electronic Mail (Email) Policy

1. PURPOSE

1.1 The purpose of this Policy is to describe the acceptable use of Softball BC email facilities, associated responsibilities, and rights of all users of Softball BC email accounts.

2. APPLICATION, SCOPE AND INTERPRETATION

2.1 This email policy applies to the use, for the purpose of sending or receiving email messages and attachments.

2.2 For the purposes of this Policy:

a) **“Official Softball BC email account”** means an account with an email address ending with “softball.bc.ca”. An official Softball BC email account is provided to designated members of the PSO and may be granted to other individuals and entities that have been given email privileges with Softball BC.

b) **“User”** is anyone who is assigned an official Softball BC email account and uses or attempts to use PSO email facilities.

c) **“Spam”** means any commercial electronic message that is sent without the express consent of the recipient(s). Spam is also used as the vehicle for the delivery of other online threats such as spyware, phishing and malware.

3. ACCEPTABLE USE

3.1 Acceptable use of the official Softball BC email accounts are intended to support the PSO’s education, development and service activities.

3.2 The following is not meant to be an exhaustive or complete list of the acceptable use of the official Softball BC email account:

a) To perform activities associated with official duties in support of the PSO’s activities; and,

b) Personal use provided; that it is not for financial gain; that it does not incur any additional costs for the PSO; that it does not interfere with the conduct of Softball BC business; and that it does not otherwise constitute an unacceptable use as set out in this Policy.



4. UNACCEPTABLE USE

4.1 Unacceptable use of the official Softball BC email account includes any use that violates Softball BC policies, procedures, or other published requirements, including, but not limited to, activity or behavior that:

- a) May give rise to criminal offences;
- b) Violates federal and provincial statutes;
- c) Impedes Softball BC operations or the delivery of services;
- d) Could be deemed to reasonably result in lawsuits or other legal proceedings.

4.2 Without limiting the general interpretation of 5.1, the following is a non-exhaustive list of examples that are considered an unacceptable use of the official Softball BC email account:

- a) Child pornography: possessing, downloading or distributing any child pornography;
- b) Copyright infringement: knowingly distributing infringing copies of a copyrighted work;
- c) Defamation;
- d) Denying right of access under the Freedom of Information and Protection of Privacy Act: destroying, mutilating, altering, falsifying or concealing a record, or making a false record with intent to deny a right of access under the Freedom of Information and Protection of Privacy Act;
- e) Hacking and other crimes related to computer security;
- f) Spreading viruses with intent to cause harm;
- g) Destroying, altering or encrypting data without authorization and with the intent of making the data inaccessible to others who have a lawful need of access;
- h) Interfering with others' lawful use of data and computers;
- i) Harassment;
- j) Hate propaganda;
- k) Interception of private communications or electronic mail (in transit): unlawfully intercepting someone's private communications or unlawfully intercepting someone's electronic mail;



- l) Obscenity;
- m) Concealment or misrepresentation of names or affiliations in email messages;
- n) Unauthorized use of invalid or forged “From” or “To” addresses in an attempt to misrepresent the identity of the sender or recipients;
- o) Various other improper or criminal acts that can take place using the official Softball BC email account such as fraud, extortion, blackmail, bribery, illegal gambling, and dealing in illegal drugs.

5. RESPONSIBILITIES OF USERS

5.1 All users have a responsibility to ensure that they conduct electronic correspondence with respect, professionalism and courtesy.

5.2 Users shall ensure that they use and manage their official Softball BC email account in accordance with Softball BC policies, procedures, or other published requirements.

5.3 It is the responsibility of the individual who holds the official Softball BC email account to manage and retain any message or attachment that is required for Softball BC related purposes or other Softball BC recordkeeping and/or records retention requirements, rules or policies.

6. USE OF EMAIL FOR SOFTBALL BC BUSINESS

6.1 The official Softball BC email account shall be considered an official means for communicating PSO business or matters, and may in some cases be the sole means of communication.

6.2 Because the contents of emails are subject to access and information laws governing records in the PSO’s custody or control, users must take reasonable measures to preserve email records, when applicable, and not alter, conceal or destroy email, or cause any other person to do so, with the intention of denying a right under access to information laws or other applicable laws.

6.3 Furthermore, email transmissions may not be secure, and contents that are expected to remain restricted should not be communicated via email or any other insecure electronic means.

7. PUBLIC RECORD AND PRIVACY

7.1 Users should exercise extreme caution in using email to communicate restricted, confidential or internal information or any other personal or sensitive matters. A user cannot reasonably expect that when using the official Softball BC email account that such use is entirely private and confidential by reason that records may be subject to the applicability of the Freedom of Information and Protection of Privacy Act or other applicable access to information or protection of privacy laws, and by reason that confidentiality of email communications



may also be impacted by unintended redistribution or unauthorized access. If users choose to store their own personal information on the official Softball BC email account then it is at their own risk.

8. COMPLIANCE

8.1 Any instances of non-compliance with this Policy should be reported to the Executive Director for investigation.

8.2 No exclusions or exceptions may be made to this Policy without consulting with and obtaining a written consent from the Executive Director.

9. EFFECTIVE DATE

This Policy comes into effect on March 30, 2019