

BRITISH COLUMBIA HUMANIST ASSOCIATION

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MEMBERS EMAIL POLICY

Adopted: March 26, 2019

To recognize the contribution of members to the BC Humanist Association (BCHA), and to protect members' privacy when the board is required to disclose the Register of Members, the BCHA is pleased to provide every current member with a BCHA email address. Emails are of the format firstname.lastname@bchumanist.org.

This email usage policy helps members use their email addresses appropriately, while protecting the BCHA's confidential data from breaches and safeguard the BCHA's reputation.

Scope

This policy applies to all members who are assigned a BCHA email. Members must adhere to this policy at all times while using a BCHA email address. Members are responsible for also upholding the BCHA's Privacy Policy.

Inappropriate use of emails

Members must not:

- Use their email in a way that suggests they represent the BCHA.
- Use their email for illegal or unlawful purposes, including copyright infringement, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (eg spreading of computer viruses).
- Send unauthorized marketing content or solicitation emails.
- Intentionally spam other people's emails, including other members.
- Exceed storage limits (30GB).

The BCHA has the right to monitor and archive emails.

Appropriate use of email

Members are allowed to use their BCHA email for any other reasonable purposes without limitations. For example, members can use their email to:

- Forward incoming messages to their personal email account.
- Give their email address to people they meet at BCHA events.
- Sign up for newsletters, platforms and other online services.

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.

Members should:

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

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

- Avoid opening attachments and clicking on links when content is not adequately explained (eg “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 (eg grammar mistakes, capital letters, excessive number of exclamation marks).

If you aren’t sure that an email you received is safe, it’s better to delete it. Please also keep your anti-malware programs updated.

Email signature

As a condition of using a BCHA email, all outgoing messages from members’ emails will be appended with:

“This email address is provided by the BC Humanist Association to its members. Any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the BCHA.”

Disciplinary action

Members who don’t adhere to the present policy will face disciplinary action that may include (but is not limited to) one or more of the following:

1. Temporary or permanent revocation of email access;
2. Discipline in accordance with the BCHA’s bylaws;
3. Expulsion from the BCHA; and/or
4. Legal action according to applicable laws and contractual agreements.