



A friendship club for children and adults with special needs.

Email Policy

All the assigned email addresses, mailbox storage and transfer links in Dublin South Arch Club must be used only for the purposes of running the club efficiently and confidentially.

- Use of Club resources (email addresses) for non-authorized advertising, external business, spam, political campaigns, and other uses unrelated to Club business is not permitted.
- In no way may the email resources be used to reveal confidential or sensitive information from the Club.
- Using the email resources of the Club for disseminating messages regarded as offensive, racist, obscene or in any way contrary to the law and moral principles that govern our organization is absolutely forbidden.
- Use of the organization & Club email resources is maintained only to the extent and for the time it is needed for performing the duties of the group. When a club user ceases his/her relationship with the Club the associated email account should be deleted.
- The complexity and lifecycle of passwords are managed by the Club
- Sharing of passwords is not allowed. Users should not impersonate another user.
- Scanning technologies for virus and malware must be in place on all PCs and servers to ensure the maximum protection in the incoming and outgoing email.
- Security incidents must be reported and handled as soon as possible according to our *Data Loss Notification* policy.