



## FRASER VALLEY REGIONAL DISTRICT POLICY AND PROCEDURES

### ASSIGNMENT OF CORPORATE EMAIL ADDRESS TO FVRD BOARD MEMBERS AND ALTERNATE DIRECTORS

Date Issued: September 25, 2018

Date Amended:

#### **PURPOSE**

1. To establish a Board policy requiring all Fraser Valley Regional District Board Members and Alternate Directors to have a corporate email address assigned to them
2. To establish a Board policy requiring all Fraser Valley Regional District Board Members and Alternate Directors to use an assigned corporate email addresses for purposes of conducting Fraser Valley Regional District business, when email is being used as a communication platform for conducting Fraser Valley Regional District business
3. To establish a Board policy expressly disallowing the use of personal email by Fraser Valley Regional District Board Members and Alternate Directors for purposes of conducting Fraser Valley Regional District business when email is being used as a communication platform for conducting Fraser Valley Regional District business

#### **POLICY**

In the interests of data security, the protection of privacy and personal information, and in an effort to mitigate the potential for cyber-crime, identify theft and security and privacy breaches:

1. Fraser Valley Regional District Board Members and Alternate Directors will be assigned a corporate email address for purposes of conducting Fraser Valley Regional District business
2. Fraser Valley Regional District Board Members and Alternate Directors are required, and must use, an assigned corporate email addresses for purposes of conducting Fraser Valley Regional District business, when email is being used as a communication platform for conducting Fraser Valley Regional District business
3. Fraser Valley Regional District Board Members and Alternate Directors are not permitted to use a personal email address for purposes of conducting Fraser Valley Regional District business, when email is being used as a communication platform for conducting Fraser Valley Regional District business

## **PROCEDURE**

1. Immediately upon taking the oath of office as an elected official, Fraser Valley Regional District Board Members and Alternate Directors will be assigned a corporate email address for purposes of conducting Fraser Valley Regional District business
2. Immediately upon being assigned a corporate email address, Fraser Valley Regional District Board Members and Alternate Directors will, and must use, the assigned corporate email address for purposes of conducting Fraser Valley Regional District business when email is being used as a communication platform for conducting Fraser Valley Regional District business
3. At no time whatsoever will Fraser Valley Regional District Board Members and Alternate Directors use a personal email for purposes of conducting Fraser Valley Regional District business, when email is being used as a communication platform for conducting Fraser Valley Regional District business