

Amphibian Survival Alliance Email and Data Retention Policy

ARTICLE 1: PURPOSE

This policy outlines the principles and guidelines governing the ethical use, management, and retention of email communications and associated data within the Amphibian Survival Alliance (ASA). By establishing these parameters, we aim to ensure the protection and confidentiality of ASA's information, uphold the privacy rights of all stakeholders, foster trust and transparency, and promote good information governance practices.

ARTICLE 2: SCOPE

This policy applies to all ASA personnel including Secretariat members, Global Council members, employees, volunteers, contractors, partners, and others using an @amphibians.org email account or handling data on behalf of ASA. It covers email and data activities worldwide. Email services are extended for the sole use of ASA's appropriately authorized users to accomplish tasks related to and consistent with the mission of the ASA.

Notwithstanding the above, this policy does not apply to personnel of the IUCN SSC Amphibian Specialist Group (ASG), even if such personnel hold an email address within the amphibians.org domain. ASG personnel are subject to the policies and protocols of the ASG, even when using an email address that contains the amphibians.org domain.

ARTICLE 3: POLICY STATEMENTS

- 3.1** ASA email accounts are provided solely for ASA business communications and activities. They should not be used for personal matters unrelated to ASA work.
- 3.2** Email and data generated or received by ASA personnel are ASA records and property of ASA. There should not be expectation of privacy.
- 3.3** ASA owns all rights to its data. This Policy applies equally to transmission and receipt data, including email headers, summaries, and addresses associated with email records, and any attached files or text. Personnel must obtain permission before using data for non-ASA purposes.
- 3.4** Email and data must be accessed and disclosed only as authorized by this policy or required by law.
- 3.5** Records must be retained and disposed of in accordance with legal requirements and ASA's retention schedule.
- 3.6** Personnel are advised against using ASA email accounts for personal sign-ups, subscriptions, or any non-ASA related communications.
- 3.7** ASA email systems and services are ASA resources and property as those terms are used in ASA policies and applicable law. Any email address or account assigned by the ASA to individuals, sub-units, or functions of the ASA is the property of the ASA.

ARTICLE 4: ACCEPTABLE USE

- 4.1** Personnel must communicate professionally and refrain from any unlawful, offensive or inappropriate content, in compliance with ASA's Code of Ethics and Code of Conduct.
- 4.2** Confidential data must be protected and not communicated over email.
- 4.3** User accounts and credentials must remain secure and not shared.
- 4.4** Personnel must comply with laws, ASA policies and standards of conduct when using email.
- 4.5** Personnel must not auto-forward ASA emails to personal non-ASA accounts without authorization.
- 4.6** Personnel should immediately report any suspicious activities or potential security breaches they notice in their email communications or data handling to the Executive Director.

ARTICLE 5: MONITORING AND ACCESS

- 5.1 ASA may monitor email and data for security, maintenance and policy compliance.
- 5.2 Email may be accessed as needed to maintain operations after an account holder is unavailable. Confidentiality will be maintained.
- 5.3 Accounts and data may be accessed when reasonably required to investigate security incidents or policy violations.
- 5.4 ASA has the ability to access and configure automatic replies for accounts in the @amphibians.org domain. This is done solely for legitimate ASA purposes.
- 5.5 Personnel should be aware that administrators of the @amphibians.org domain have technical access capabilities for the purposes of maintenance, security, and ensuring uninterrupted business operations to ensure the continuity and integrity of ASA's communication infrastructure.
- 5.6 ASA is committed to regular backups of emails and data to ensure data integrity and prevent accidental loss.

ARTICLE 6: RETENTION AND DISPOSAL

- 6.1 All emails, documents, and other data records must be retained for a standard period of 5 years unless otherwise specified by regulatory requirements or operational necessity.
- 6.2 Emails and data containing financial information or pertaining to contractual obligations should be retained for a minimum 10 years.
- 6.3 Data related to employment and human resources should be retained for a minimum of 7 years following the end of employment.
- 6.4 Employees must identify records requiring long-term retention beyond the standard period. Auto-deletion settings should be adjusted accordingly.
- 6.5 Physical and technical controls must be implemented to ensure continued accessibility of records and to prevent unauthorized destruction or modification.
- 6.6 Upon termination of employment/contract, personnel email accounts will be deactivated, and incoming emails will be managed by ASA. Account holders are responsible for transferring any personal communications or contacts prior to departure.
- 6.7 ASA will not automatically forward emails from terminated accounts to other personnel. Standard auto-replies inviting senders to contact ASA will be implemented.

ARTICLE 7: IMPLEMENTATION

- 7.1 The Executive Director is responsible for overseeing compliance with this policy.
- 7.2 All personnel must understand how this policy applies to their daily use of email and data.
- 7.3 Non-compliance may result in disciplinary action up to termination of employment.

ARTICLE 8: CONFIDENTIALITY

- 8.1 ASA will take all reasonable measures to protect the privacy of email communications. However, confidentiality risks exist when using company email systems.
- 8.2 Personnel must exercise caution when sending sensitive personal information over email and not assume complete privacy.
- 8.3 ASA will contact former account holders first before disclosing any confidential information received after their departure.

ARTICLE 9: PROCEDURE UPON TERMINATION/RESIGNATION

- 10.1 In the event of resignation or termination, personnel should facilitate a smooth transition of their ongoing tasks and communications. This includes informing key contacts about their upcoming departure and directing them to an alternative ASA contact.
- 10.2 All essential work-related data in their possession should be transferred to a designated ASA team member or stored in a location accessible to ASA before their departure.

10.3 Any personal data or communications should be removed or backed up by the departing personnel prior to their last day. It is the responsibility of the departing personnel to ensure that their ASA email does not contain any personal data post their employment term.

ARTICLE 10: REVIEW AND UPDATE

This policy will be regularly reviewed and updated to ensure it is effective and complies with applicable laws and best practices. All updates must be approved by the Global Council.

ACKNOWLEDGMENT

By signing below, I acknowledge that I have read, understood, and agree to comply with the above policy as a condition of my employment with the Amphibian Survival Alliance.

Signature

Printed Name

Date