

Using Your BHS Email Account



DO's

- ✓ Use your BHS volunteer email account for **ALL** BHS related activities
- ✓ Always re-read your email before hitting **SEND!**
- ✓ Always double-check that you have the correct recipient and email address before you hit **SEND!**
- ✓ Always use BCC when sending group emails
- ✓ Speak to your Regional Manager before signing up to any significant or long-term contract on behalf of The BHS. This is a contract that could last for longer than 12 months, is for a value of more than £1,000 or would create a 'partnership' between The BHS and another organisation for a period of time
- ✓ Always log out of your BHS email account when you are not using it and lock your screen (using the Windows key + L)
- ✓ Keep your password safe. We recommend the use of password manager software or apps - such as Keypass or Lastpass
- ✓ Always make sure that your status as a volunteer is clear in your emails
- ✓ Follow the password reset process if you suspect that your account has been hacked or compromised in anyway
- ✓ Use the FAQ documentation provided for support/questions about your BHS email account

DON'Ts



Use your BHS volunteer email account for anything other than BHS related activities

Forward email to your personal email account

Only share information with others when there is a clear, legitimate purpose for doing so

Use your BHS email account in a manner that could be deemed offensive, disturbing, upsetting or would bring the Society into disrepute, such as:-

- To access profanity, nudity or pornography
- To download/copy racist, sexist or homophobic material
- To gamble
- The creation or distribution of viruses or other malware
- Any action that could damage the British Horse Society or its brand

Use your BHS email account on electronic devices while you are driving

Allow others to use your device while your BHS email account is logged in and open

Share your BHS email account password (or any password!) with anyone else

Download or use any additional plug-ins, add-ons or Apps with your BHS email account- unless they have been recommended/provided by The BHS.



It is important for the security of BHS systems that you follow the Do's and Don't's set out above. If these rules aren't followed, it could result in the removal of your access to the system or some other sanction, in line with the terms of the BHS Volunteer Policy.

If an individual makes a Subject Access Request to The BHS, we may need to run automated searches across all volunteer email accounts to look for the requested Personal Data. Please make sure that you use appropriate, formal language and remember that facts and opinions about someone is their personal data.

Our advice... don't put anything in an email that you wouldn't be happy for the person involved to read!