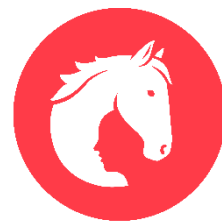


Using your BHS Email Account



- ✓ 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 for any significant or long-term contract on behalf of BHS. This is a contract that could last longer than 12 months, is a value of more than £1,000 or would create a 'partnership' between BHS and another organisation for a period.
- ✓ Always log out of your BHS email account when you are not using it and lock your screen.
- ✓ Keep your password safe. We recommend the use of a password management Software or App – Such as Keypass.
- ✓ 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.



- X Use your BHS Volunteer email account for anything other than BHS related activities.
- X Forward email to your personal email account.
- X Only share information with others when there is a clear, legitimate purpose for doing so.
- X Use your BHS email account in a manner that could be deemed offensive, disturbing, upsetting or would bring the Society into disrepute, such as:-
 - X To access profanity, nudity or pornography
 - X To download/copy racist, sexist, or homophobic material
 - X To gamble
 - X To create or distribute viruses or other malicious software
 - X Any action that could damage the British Horse Society or its Brand
- X Use your BHS email account on electronic devices while you are driving
- X Allow others to use your device while your BHS email account is logged in and open
- X Share your BHS email account password (or any Password!) with anyone else.
- X Download or use any additional plug-ins, add-ons or Apps with your BHS email account – unless they have been recommended/provided by BHS.
- X Add your own signature or personal email address. An approved BHS signature will be added to your email automatically.



Did you know?

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

If an individual makes a Subject Access Request to 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 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!