



## HERVEY BAY NETBALL ASSOCIATION

# Hervey Bay Netball Association Personnel Email and Dropbox Policy

**POLICY TITLE:** Personnel Email and Dropbox Policy  
**DEVELOPED BY:** Hervey Bay Netball Association  
**ADOPTED:** 6<sup>th</sup> January 2019

### POLICY PURPOSE

The purpose of this policy is to provide guidelines for the management and use of Hervey Bay Netball Association official email accounts and Dropbox account. This policy will help to ensure the Association:

- Maintains security around Association documents and stored data
- Manages transition of incoming / outgoing committee

### POLICY STATEMENT OR COMMITMENT

Hervey Bay Netball Association is committed to ensuring documents and data related to running of the Association, and records of its members, are managed in a secure way.

The following policy shall apply to all members, administrators, officials, coaches, players, spectators, visitors and other volunteers and/or or staff of the Association

### GMAIL

#### SETUP

Where need requires, Hervey Bay Netball Association Personnel shall be issued with official Gmail accounts. These accounts shall be identified by use of 'HBNA' or the words 'Hervey Bay Netball' / 'Netball Hervey Bay' in the username.

These accounts shall be set up to include a signature block that identifies the name and position of the relevant personnel, and include the Hervey Bay Netball Association's logo and branding.

#### USE

Hervey Bay Netball Association requires all members to comply with the Codes of Behaviour. This includes any behaviour related to use of the official Gmail accounts.

Personnel entrusted with these accounts shall not use these accounts in a way that may be misconstrued as representative of the view or position of the Association. Therefore, personnel must



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ensure that personal views or opinions are not communicated publicly through use of these accounts. Discussions occurring solely within the Hervey Bay Management Committee are exempt from this requirement.

### SECURITY

Hervey Bay Netball Association requires personnel to maintain security of these accounts, by ensuring no unauthorised users have access to these accounts.

Additionally, a record of all account logins shall be maintained by the Secretary, and recovery email address and phone number shall be set to the Secretary's details to ensure that access to these accounts is recoverable in the event of change of Office Bearers etc.

The account user is permitted to set their own password, however they are not permitted to change the recovery email address or recovery phone number from that of the Secretary's.

### DROPBOX

#### SETUP

Where need requires, Hervey Bay Netball Association Personnel shall be issued with a access to the Hervey Bay Netball Association Dropbox account.

Dropbox account login credentials shall be the Gmail login for the position. No personal accounts shall be granted access. This is to ensure smooth transition of account access when changes occur to Office Bearers.

#### USE

Hervey Bay Netball Association requires all members to comply with the Codes of Behaviour. This includes any behaviour related to use of the Association Dropbox account.

Personnel entrusted with access to the Dropbox account shall not use access in a way that may breach confidentiality of the Association records.

### SECURITY

Hervey Bay Netball Association requires personnel to maintain security of the Dropbox account, by ensuring no unauthorised users have access to this account.

Additionally, a record of all account logins shall be maintained by the Secretary to ensure that access to this account is recoverable in the event of change of Office Bearers etc.

The account user is permitted to set their own password, however they are not permitted to change the recovery email address or recovery phone number linked to their Gmail account from that of the Secretary's.



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### POLICY PROMOTION

The Association will communicate this policy to new Hervey Bay Netball Association Gmail and Dropbox account holders when access to these accounts is provided.

### POLICY REVIEW

This policy will be reviewed annually to ensure it remains relevant to Association operations and reflects both community expectations and legal requirements.

