



Policy # 2021-01

Policy Name: Email Best Practices Policy

Policy Statement:

The Village of Hill Spring wishes to recognize that Email is a constructive method of communication that can provide efficient and effective ways to transmit information through electronic data.

Policy Purpose:

The purpose of this policy is to provide staff and Village of Hill Spring with guidance to ensure a safe, meaningful use of Email

Definitions

Council – Elected officials of the Village of Hill Spring

Email – Electronic method of exchanging messages between people using electronic devices.

Municipality – The Village of Hill Spring

Staff – are people who receive financial compensation to assist the Village of Hill Spring in fulfilling its mission

Procedure:

1. Guiding Principles:
 - a) Email is a business communication tool and users are obliged to use it in an effective and lawful manner.
 - b) Any private or confidential information must not be communicated through Email.
 - c) Any information sent through Email from the Village Manager or staff must be sent using business email account.
 - d) The Village Manager/staff is not to cc or bcc to their private email account.

- e) The message sent via Email is intended only for the use of the individual(s) to which it is addressed.
- f) When forwarding or replying to emails make clear to whom you are sending it and what action is needed. Also make sure the subject is appropriate.
- g) Email is not to be used for frivolous, abusive or defamatory purposes.

Date approved: March 16, 2021

Motion #: 2021.03.045