

ICDPPC Secretariat Email Policy

Version 1.0 10 November 2016

Purpose

To provide guidelines to the Secretariat and other users of the ICDPPC email mailboxes.

Scope

This policy applies to the Secretariat and any additional users of other email mailboxes created by the Secretariat.

New email mailbox

The Secretariat new email address is ICDPPCExCo@icdppc.org. Previously the Secretariat's email address was ICDPPCExCo@privacy.org.nz which was linked to the New Zealand Privacy Commissioner's website domain name.

The move to the new email address was done to achieve a smooth transition to future secretariats. The new email address can be easily moved around different jurisdictions without changing its name which gives a reflection of a permanent secretariat.

The new email mailbox has been created using Microsoft Office 365.

At present there are two mailboxes:

1. ICDPPCExCo@icdppc.org for the purposes of the Secretariat
2. digitaleducation@icdppc.org for the purposes of the digital education working group

Use of email mailbox

The email mailboxes should be used only to carry out the work of the Conference and for any other Conference purposes that the Secretariat and other mailbox users may deem fit.

Control

At all times the Secretariat will have access and control of all email mailboxes. The Secretariat's email mailbox will be managed by the Secretariat. Additional email mailboxes will be used by the designated member. At no time should additional email mailbox users change the username and password of the additional email mailbox without the Secretariat's approval.

Costs

The cost to maintain email mailboxes lies with Chair of the Executive Committee until the Conference has a funding model in place.