



Electronic Media Use

1. The Institute uses electronic media extensively for internal communication and external business communication. Personnel must use their resources in an appropriate manner which upholds the Institute's values, viability and reputation. Mail sent via the internet is not secure. Sensitive, personal or private information must not be sent electronically. Documents or materials that are classified as "Commercial in Confidence" or "Confidential" must not be transmitted electronically without the express permission of the GM.
2. **Record keeping** – Email messages are a record of discussion and decision – used to record events, actions and decisions. Email messages are regarded as documents for the purposes of Freedom of Information legislation and may be used as evidence in some cases. Email messages must be subject to the same good record keeping practices as letters, memos and faxes and must always remain on a strictly professional and business level. No personal interests or items of amusement are to be transmitted via this medium to members or customers.
3. **Archiving** – refer to IT Data Storage, Email and Password Policy P34 for the archiving processes for electronic media.