

E-mail Security Guidelines





Tip 1:

E-mail must not contain indecent, obscene or libelous material, material likely to cause offence or nay material which harasses any other employees or third party on the basis of sex, race or disability.





Tip 2:



Staff must not send or deliberately attempt to receive e-mail known to contain a virus or other kind of malicious files (attachments).



Tip 3:

Staff must not use e-mail for gambling, conducting illegal activities or soliciting for personal profit.





Tip 4:

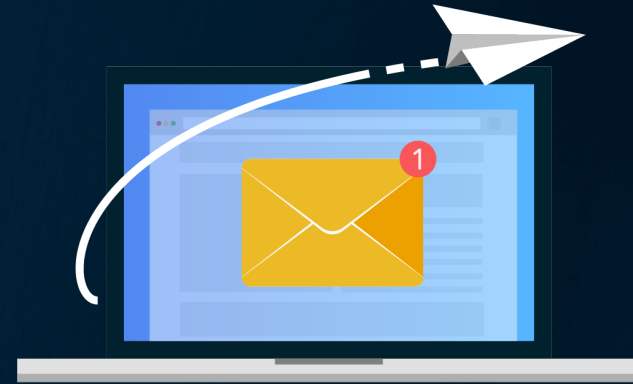


Staff must not reveal or publicize information which is confidential either to the company or its customers and clients.



Tip 5:

E-mail chain letters must not be forwarded (inside or outside the company).





Tip 6:



Staff may not access confidential information using the password of another user.



Tip 7:

Staff may not use
company's e-mail
system for personal use





Tip 8:



Staff should only send information by Internet e-mail which they would be prepared to send on the company's headed paper

**Tip 9:**

Unless specifically authorized by Management, staff should not buy or sell goods or services via Internet e-mail; as such transactions could bind the company. In any event, personal purchases by e-mail are not allowed.





Tip 10:



Scanned signatures must not be attached to Internet e-mails. Such signatures can be disseminated by recipients and fraudulently attached to other documents apparently in the name of the company.

**Tip 11:**

E-mail attachments should not be opened unless the recipient knows who they are from and is expecting to receive them.





Tip 12:



E-mail messages sent via the Internet may be accessed by people other than the intended recipient, it should, therefore, only be used for information which is not commercially sensitive or covered by the Data Protection Act unless the information is encrypted.



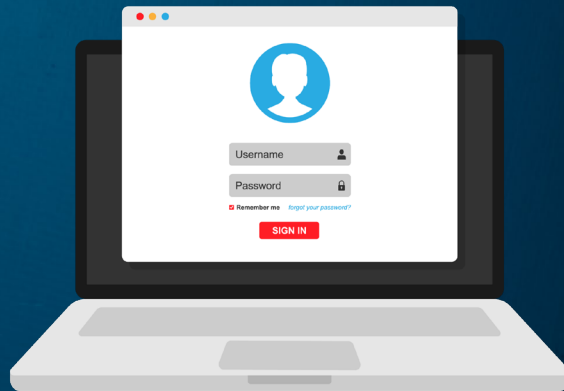
Tip 13:

E-mail containing sensitive information may need to be encrypted. Trading partners to be sent encrypted material will require equivalent software.





Tip 14:



E-mail names should not be the same as system logons.

GET IN TOUCH.

E-Guides for Information and Cyber Security

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