

Email & Internet Usage Policy

Email Service

- The EKETA email system is intended for professional purposes. However, the Institute recognises the need for limited and occasional use for personal purposes, provided that the appropriate security clearance is in place and no illegal or offensive content is sent.
- It is prohibited to send internal communications or confidential material outside the Institute, unless there is explicit authorisation from management for this purpose.
- Usernames, access accounts and security codes must not be sent via the same communication channel.
- The use of email to transmit any material alleged to infringe the copyright of others is not permitted.
- Spam constitutes unacceptable use of the Institute's network. Spam is defined as the mass sending of emails in an attempt to promote products or ideas. Exceptions to this rule are mass email campaigns sent by the Organisation and Administration Department, the Data Protection Officer and the Information Security Officer.
- It is prohibited to send Internet viruses, worms or Trojans via email, as well as to distribute information relating to the creation and sending of such items.
- If we receive unsolicited messages, we do not open the attachments.
- Do not open emails from unknown senders with strange subject lines or no subject line at all.
- If the email has come from a known sender, do not open attachments that may be malicious. Forward them to the IT Support Department or the IT Security Officer for them to check and inform us.
- We always check the sender's email address by hovering the mouse over it for a moment to compare it with the one that appears initially.
- If an email contains a link, we check whether it is trustworthy.
- If pop-up windows appear, you should avoid entering personal data that is supposedly requested for verification purposes.

- We do not reply to emails from unknown senders and we do not unsubscribe.
- Please remember that company logos can very easily be copied into an email, making it appear genuine.
- We maintain confidentiality and do not disclose confidential information relating to the Institute to third parties.
- Take care when sending confidential information via email (check carefully who you are sending it to) and be cautious about forwarding messages to people other than the recipient (mail chain).
- Particular care should be taken when using the Blind Carbon Copy (Bcc), as this feature exposes the sender and, consequently, the Institute, if the recipient realises that the content of the email has been disclosed to other recipients whilst an attempt was made to keep it hidden from the recipient.
- In the event that we inadvertently receive an email containing confidential information, either from a sender within the Institute or from another organisation:
 - we inform the sender to prevent future misdirected emails
 - we inform our supervisor of the incident without disclosing the content of the message and
 - delete the message.

Internet access

- We do not visit websites that we are not sure are legitimate and secure. It is recommended that you install the relevant antimalware plugins in your browser.
- Be careful with links contained on legitimate sites.
- Do not install directly from a download. Be careful what you install by seeking advice from the IT Manager.
- Do not enter sensitive data into forms on websites unless the communication protocol is HTTPS.
- The appearance of the green padlock icon on a website is a sign that the site is secure. However, the padlock icon may be fake.
- Protect your privacy! Never give out your personal details or reveal details of your private life online.

- Do not disclose your contact details to strangers online.
- Do not reveal the passwords you use.
- Be cautious about accepting what you read online or what other users tell you, before you think it through and check it.
- Do not send material from your computer (photos, music, videos) that is protected by copyright.
- Always bear in mind that intellectual property (music, literature, films, videos, etc.) is protected by law and distributing it via the Internet is an illegal act.
- The distribution of computer programs (software) is also considered an illegal act, unless they fall within the category of Open Source Software.