



2024

JJIF Email Usage Policy

CONFIDENTIAL



JJIF Ju-Jitsu International Federation

JJIF Registered Office: c/o Linus Bruhin, Leutschenstrasse 9 Postfach 323, CH 8807 Freienbach, Switzerland
JJIF Headquarter: P.O. Box 110006, Abu Dhabi, UAE (Capital Tower, ADNEC Area,) mail@jjif.org

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1. Purpose of the Policy

The purpose of this policy is to outline the expectations for appropriate use of Ju Jitsu International Federation's (JJIF) email system, ensuring that it is used in a secure, efficient, and lawful manner. Adherence to this policy helps protect our federation from data breaches, legal risks, and other potential security threats.

2. Scope

This policy applies to all employees, contractors, and temporary staff who have been granted access to the federation's email system.

3. Appropriate Use

- **Business Use:** The email system is provided primarily for business purposes. Minimal personal use is permissible if it does not interfere with professional responsibilities or compromise the security of the network.
- **Content Standards:** Emails should be professional in tone and content. Sensitive information should be shared minimally and only with relevant parties. Offensive language, inappropriate content, or the sharing of confidential information without authorization are strictly prohibited.
- **Attachments and Links:** Care must be exercised when opening attachments or clicking links, even from known senders. Be vigilant against phishing attempts and malware.

4. Security Practices

- **Password Protection:** Email accounts must be secured with strong passwords base on the JJIF Password Policy.
- **Encryption:** Use encryption when sending sensitive or confidential information. If unsure how to use encryption, please contact the JJIF IT team.
- **Access:** Do not access federation email systems from public or unsecured computers and networks. When accessing from personal devices, ensure that your device is secure and updated with the latest security patches.

5. Data Retention and Deletion

Emails containing important business records should be saved in accordance with our federation's Data Retention Policy. All other emails should be deleted when no longer needed for business or legal reasons.





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6. Monitoring and Compliance

Be advised that the federation reserves the right to monitor email traffic and content as deemed necessary for security audits and legal compliance. Staff should have no expectation of privacy while using the federation's email system.

7. Reporting Misuse

Any suspected misuse of the email system, security breaches, or phishing attempts should be immediately reported to the IT department.

8. Consequences of Non-Compliance

Violations of this email policy may result in disciplinary action, up to and including termination of employment.

9. Approval and Implementation

This policy is approved by the board of directors of the JJIF and is effective immediately.

