

# WCA Email Account Policy

Version 1.2

## Purpose

The purpose of this policy is to outline the guidelines and requirements of individual user accounts and group accounts on the worldcubeassociation.org domain. This policy applies to all WCA Staff members and anyone else who is assigned (or given access to) a corporate email. Since Staff who use WCA email are representing the World Cube Association, they must be aware that they represent the WCA whenever they send emails from such an account.

## Policy

All WCA Staff must have a valid email address linked to an account on worldcubeassociation.org. This account is assigned by a G Suite administrator and must be claimed and linked before the Staff member is appointed on the WCA website.

## Appropriate Use

Staff are required to use their WCA email for all official World Cube Association related business. Staff must adhere to this policy at all times. Staff must also adhere to all confidentiality and data protection guidelines. Staff may use their email to:

- Communicate as a WCA representative to community members, other Staff members, and partners
- Communicate as an organizer of WCA Competitions
- Sign up or log in to services related to work as a WCA Staff member
- Sign up for newsletters, platforms, or other services that will help them with their role as a WCA Staff member

## Inappropriate Use

Staff must not use their WCA email to:

- Sign up for illegal, unreliable, disreputable, or suspect websites or services
- Send unauthorized marketing content or solicitation emails
- Send insulting or discriminatory messages or content
- Intentionally spam other people's emails, including other Staff members

## Personal Use

Staff should not use their WCA email for personal reasons.

## Email Signature

Staff are encouraged to create a professional email signature. Staff email signatures should not contain logos or unnecessary textual references. Here is a sample acceptable email signature:

**Mike Miller**

*Member of the WCA Results Team*

*WCA Delegate for United States (New York)*

## **Disciplinary Action**

Staff who do not adhere to this policy may face disciplinary action (including dismissal as Staff).

## **Account Deletion and Suspension**

- When an individual is no longer a WCA Staff member, their WCA account shall be suspended.
  - If an individual becomes a Staff member again, their account shall be reinstated.
- The WCA G Suite administrator reserves the right to delete WCA accounts in certain circumstances.
  - After a period of 7 years after a Staff member's access is revoked, their account (and all related account email) shall be deleted.

## **Password resets**

Staff requiring a password reset must contact the WCA Executive Assistants Team.