

Document Name:	Hospital Email Usage for Board Directors		
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Classification:	Board of Directors	Section: Board Effectiveness	
Owner: President & CEO	Signing Authority: Board of Directors		

POLICY STATEMENT:

This policy outlines the requirement for all Board members of Hôpital Glengarry Memorial Hospital to use their official hospital-provided email address for communication related to hospital business. This policy is implemented to enhance security, confidentiality, and consistency in the exchange of sensitive and confidential information.

PROCEDURE:

Purpose of Hospital-Provided Email Addresses

Board members are required to use their designated hospital email addresses for official communications and activities related to the hospital. The purpose of these email addresses is to ensure the secure exchange of confidential information, promote consistency in communication, and support efficient collaboration among Board members.

Official Hospital Email Accounts

Board members will be provided with official hospital email accounts, which will be hosted by the hospital's secure email system.

Use of Hospital Email Addresses

Board members are expected to use their hospital-provided email addresses for all hospital-related communications. This includes, but is not limited to, correspondence with hospital Board Liaison, hospital Executives, and any other members of hospital committee or workgroup.

Confidential Information

Communications via hospital email addresses may contain confidential information. Board members are reminded to exercise the utmost discretion and adhere to hospital policies and legal requirements related to the handling and protection of sensitive data. The hospital's email system is equipped with encryption mechanisms to protect sensitive data during transmission.

Password Security

Board members are responsible for maintaining the security of their hospital email accounts. They should regularly update their passwords and follow hospital guidelines for password complexity. Sharing password is strictly prohibited.

Effective: Nov 2023	Last review/revision: Nov 2023	Next review: Nov 2026
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