UKNA Email & File Storage

Acceptable Use Policy

Issue 1.0 Date: 18/6/2020

# PURPOSE

UKNA has invested in the necessary resources to ensure that it is able to make the most of the advantages offered by modern electronic communication methods. This Email & File Storage Acceptable Use Policy (AUP) document applies to all members of the fellowship using ukna.org hosted email accounts.

# GENERAL PRINCIPLES

Use of the email service by members of the fellowship in service roles is encouraged where such use is suitable for Public Information purposes and usage that supports communication of NA Service information in keeping with the spirit of 12 Traditions of Narcotics Anonymous.

# STANDARDS OF USAGE

Email accounts should not be used for the following:

* Communications unrelated to Narcotics Anonymous.
* Solicit emails that are unrelated to Service activities or for personal financial gain.
* Send or receive any material that is obscene, racist, or defamatory or which is intended to annoy, harass, or intimidate another person.
* Represent personal opinions as those of NA.
* Upload, download, or otherwise transmit illegal material.
* Upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of UKNA.
* Perform any other inappropriate uses identified by the Website Committee and / or Communication Committee.

The use of computing resources is subject to UK law and any illegal use will be dealt with appropriately.

Use of email may be subject to monitoring for security and / or network management reasons. Users may also be subject to limitations on their use of such resources