Electronic Communications Policy

Purpose

The Association uses various forms of electronic communication and data services to conduct its activities, provided to users acting on behalf of NAVA.

Ownership and Review of Data

When using NAVA’s accounts, users are representatives of NAVA, which retains ownership of, and title in, any all electronic communication and data services provided to any user (except to the extent title or an interest remains vested in a third party provider of the service). NAVA account users should use NAVA’s electronic communications when speaking for NAVA and for conducting messaging worthy of archiving for institutional continuity.

NAVA also retains ownership of all Association data sent to or from, generated on, contained on, or transmitted or received by, all services. NAVA has the unlimited right to inspect any data contained in, received or transmitted by, generated on, or sent to or from, any electronic communication or data service provided by NAVA.

NAVA will exercise its rights of inspection only upon a valid request from a law enforcement agency or legal tribunal or an order adopted by the affirmative vote of two-thirds of the executive board.

Access to and Use of Google Apps

Google Apps is the chief technology for internal and external electronic communication, scheduling, and document development and retention. The Executive Board expects each officer and volunteer to use this tool effectively. User names for all accounts will reflect the officer/role title rather than an individual’s name.

The Association provides Google Apps user accounts to individuals in their role as officers, committee chairs and publication editors, and other volunteer or contractor positions. Accounts must be transferred to new users on request of the user or by the executive board when the user ends his/her the role within the Association.

Each user with a nava.org account is responsible for using this tool when communicating by e-mail with other officers and volunteers, members, and the public, for maintaining an electronic calendar, and for using the electronic document storage system. E-mail accounts should be treated as confidential by users.

Limitations

Users are responsible for ensuring that the user’s use of any service or data complies with all applicable laws. Users are not authorized to transmit Association data from any service to any person other than in furtherance of the interests of NAVA.
Users are required to limit their non-Association use of a service, if any, to unanticipated and exigent circumstances. Any non-Association use of a service is at the sole and exclusive risk of the user, who is solely responsible for any resulting claim, expense, damage, or liability.

**Remedies**

Any violation of this policy will subject a user to disciplinary measures under the Code of Conduct Policy.

Adopted 2 February 2013, last revised 17 October 2019