

User collaboration and email service

- All Public institutions are obliged to encourage and make sure that all employees own official work emails and to collaborate online using official and well tested channels such as for video conferencing or document handling and transfer.
- All employees shall collaborate with each other using the official work email internally within the institution and shall also use the same work email while collaborating with other public institutions or other institutions.
- An employee shall be assisted to set up their email by the system administrators and such email shall be suspended when the employee leaves their current employment from the institution.
- All public servants shall also be obliged to avoid using collaborative social media channels other than the officially provided channels for work related communication.
- Where such online collaboration is essential, but the official channel cannot support it, counsel shall be sought from the institution leadership and RISA shall be engaged to assess risks involved and advise accordingly.

Revision #3

Created 11 July 2025 15:02:38 by RISA

Updated 14 July 2025 07:32:26 by RISA