

Clergy Email Policy

Email will be provided and maintained to enable all clergy members and others who serve a church in the New York Annual Conference to conduct business of the NYAC. The format of this address is: firstname.lastname@nyac-umc.com. Each clergy person (including district hires) will receive the log-in link along with authentication information just prior to their appointment start date (or upon receipt of the "Appointment Change Form" by the nyac.com webmaster). This email address will appear on the nyac.com web site as the "official" NYAC email address. All conference email communications will be sent to this address.

The email system should not be used to conduct business for outside commercial ventures, organizations, or for other non-job-related activities.

Email messages should be drafted with the same thought and concern devoted to written or verbal communications. The email system should not be used to create any offensive or disruptive messages. Messages which are considered offensive may be any message which contains sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, race, gender, sexual orientation, religious or political beliefs, national origin, or disability.

The email system should not be used to send or receive copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from the appropriate NYAC executive.

The viewing, sending or receipt of pornographic material is never acceptable.

The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message.

Email Termination Policy

- *Email account holders who leave the New York Annual Conference for any reason other than discontinuation, administrative location, termination or retirement:* email account will be closed 30 days following the last day as a member of the NYAC, or the last day serving an NYAC church.
- *Email account holders who retire:* email account remains active.
- *Email account holders who are discontinued, are placed on administrative location or otherwise have their conference membership/orders terminated:* email account will be immediately deleted.
- *Death of an email account holder:* We will offer your next of kin, and your successor if you are serving a church at the time of death, to create a "response" message to any emails that arrive within 30 days. After the 30-day period, the account will be deleted.