

Pleasanton North Rotary Club

Privacy & e-Security Policy

1. Pleasanton North Rotary Member information consists of:
 - a. **personal** data which may be shared with the members of the Club only,
 - b. **business** data which may be shared with the public.
2. Members are permitted to make their own personal lists of Club members for personal use in Rotary. Although business contact information may be passed on to someone outside the Club, no lists of members may be so shared without the expressed agreement of the Board.
3. The compilation of either members or non-members data, whether personal or business information, of any nature, is confidential. Members who come in contact with "lists" of names, whether constructed by themselves or obtained from the Club, or any information from our Cabaret database or from other sources, promise:
 - a. to use the information solely for "the good of Rotary" as their function demands;
 - b. that such information will never be used in their own business or passed on to any person for whatever reason;
 - c. that the member will not gather or use any such information without the expressed knowledge and consent of either:
 - i. a Committee Chair, when applicable, who shall act with the expressed knowledge and consent of
 - ii. an Event Chair, when applicable, who shall act with the expressed knowledge and consent of
 - iii. the Board.
4. No member shall use the PNR logo or name on any letter or form without the express knowledge and consent of either:
 - a. a Committee Chair, when applicable, who shall act with the expressed knowledge and consent of
 - b. an Event Chair, when applicable, who shall act with the expressed knowledge and consent of
 - c. the Board.

The following are strong recommendations to avoid viruses and malicious codes and maintain good etiquette:

5. Emails should **always** have a subject. Any email received without a subject should be suspect and may be deleted by recipient(s). It is suggested that the subject differentiates the email from a possible spam message; for example, start the message subject with "PNR".

6. Emails containing an attachment should have text in the body of the message explaining what the attachment is. This text may be shortened only when it is clear that the recipient already knows and awaits the said attachment, as in a case where the 2 members just talked to each other on the phone. Any member receiving a message with an attachment that is unexpected should question such message by scrutinizing the body text, and even then may ask the sender for confirmation of said message before opening it, or delete it if there is any doubt about its safety, and then ask for confirmation and have it sent again.
7. Attachments to emails to other members will **not** have the following extensions: **exe, dll, eml, vbs, tmp**. Any message bearing attachments with these extensions should be deleted upon receipt.
8. When sending messages, members should avoid “forwarding” messages, which creates an attachment. Instead, members should copy the body of the message they wish to forward and paste it in a new message, or delete the “FW:” in the subject.
9. Members will not forward email petitions. (Note that most petitions have no date to them. Some go around the Internet for ever!) Petitions may be done from websites; they should never come from email messages. More at the Computer Incident Advisory Capability, run by the U.S. Department of Energy at <http://hoaxbusters.ciac.org>
10. Members should scrutinize and research at appropriate sites such as <http://hoaxbusters.ciac.org> or <http://www.symantec.com/search/> before forwarding any warning of virus, or message of free money, children in trouble, and other items.
11. Members are strongly encouraged to have anti-virus software on their PC, such as Norton Antivirus (<http://www.symantec.com>), **and** to ensure that virus definition list updates are done regularly, at least **every 2 weeks**. You should not assume that these automatic updates are always carried out as planned, manually verify regularly. Also, members are encouraged to update the list a day or two after a new virus “makes the news”, since its solution should be posted by then.
12. Members are strongly encouraged to “get” all security updates to their Operating System (Windows 98, 2000, XP, or MAC, ...)
13. Members are strongly encouraged to “get” patches, especially ones that pertain to security vulnerability, in their software, as for example the Office suite of programs, Word, Excel, Access, etc., and especially the email software, like Outlook and Outlook Express.

Adopted this 21st day of January, 2003

By the Rotary Club of Pleasanton North

Keith D. Seibert, President

Revised November 30 2007..