

Oshwal Association of the U.K. ('OAUK')**Controlled Document**

Document Name:	Office365 Policy
Document Version Number	2.1

Document Description

This policy describes the rules governing use of Microsoft Office365 (O365) Accounts at OAUK

Implementation and Quality Assurance

Implementation is immediate and this Policy shall stay in force until any alterations are formally agreed.

The Policy will be reviewed every 24 months by Trustees, sooner if legislation, best practice or other circumstances indicate this is necessary.

All aspects of this Policy shall be open to review at any time. If you have any comments or suggestions on the content of this policy, please contact secretary@oshwal.org.

Office365 Policy

1. Introduction

Employees, committee members and volunteers of Oshwal Association of the U.K. (the Association) may be provided access to a Microsoft Office365 Account to assist them to carry out their duties on behalf of OAUk, either through OAUk IT systems or via their own personal equipment.

This policy describes the rules governing the use of Office365 accounts at OAUk.

It sets out how staff must behave when using the Association's Office365 accounts. It also explains the rules about using personal email accounts.

This policy should be read alongside other key policies, including the Data Protection Policy and Confidentiality Policy.

2. Policy scope

This policy applies to all staff, committee members and volunteers for Oshwal Association of the U.K. who have been provided with an Office365 account.

It applies no matter whether that use takes place on OAUk premises, while travelling or while working from home.

3. Use of Office 365 Accounts

Usage of Office 365 Accounts must be compliant with the Associations' policies on ethical conduct and security of data.

All use of Office 365 Accounts must be in line with proper OAUk practices and relevant to job duties.

Office 365 accounts must be actively and routinely used. Accounts not used within a 30-day period will be deactivated. If no action is taken by the account holder within a further 60-day period, the account will be deleted.

OAUk's email addresses or systems shall not be used for creating, distributing or accessing any offensive or illegal material.

Any offensive material received in the email must be reported without delay to secretary@oshwal.org.

The usage of OAUk-owned email addresses and domains should only be accessed by using a web browser ([Home | Microsoft 365](#)) or an official Microsoft Outlook App. The use of desktop applications, including but not limited to Microsoft Outlook Desktop application, and mobile phone native mail applications are prohibited (unless exempted).

Personal, commercial and business-related use (not part of OAUk business), using Oshwal-owned email addresses or systems is prohibited.

Forwarding emails or data to email addresses not owned or operated by Oshwal is strictly prohibited (unless approved by EC OBs) and will result in an immediate access ban.

Access to o365 Mailbox

- This will be routinely audited and any request for
 - “user mailbox” access should be sent to EC OBs (CC: itteam@oshwal.org).
 - “shared mailbox” access should be sent to itteam@oshwal.org.

The creation or forwarding of chain or joke messages from OAUk Office 365 Accounts or systems is strictly prohibited.

All outgoing internal and external emails must include an appropriate email signature (See *Appendix 2: Prescribed Oshwal email signature*).

Office 365 accounts will be routinely audited.

The Association does not necessarily monitor all activity but retains the right to do so.

4. **Security and data protection**

Employees, committee members and volunteers should be aware of the security and data protection issues that can arise from the incorrect use of Office 365 Accounts.

5. **Maintain confidentiality**

Users must not:

- Share or link to any content or information owned by the Association that could be considered **confidential or sensitive**.
- Share or link to any content or information owned by another charity or person that could be considered **confidential or sensitive**.
- Share or link to data in any way that could breach the Association’s **data protection policy**.

6. **Avoid scams**

Employees, committee members and volunteers should watch for **phishing attempts**, where scammers may attempt to use deception to obtain information relating to either the Association or its members.

Employees should never reveal sensitive details. Identities must always be verified in the usual way before any information is shared or discussed.

Employees should **avoid clicking links** that look suspicious. In particular,

users should look out for URLs contained in generic or vague-sounding direct messages.

7. Policy Enforcement

Monitoring Office365 Account use

- The Association reserves the right to monitor how Office365 Accounts are used and accessed.
- Any such examinations or monitoring will only be carried out by authorized personnel.
- The Association can be legally compelled to show that information to law enforcement agencies or other parties.

Potential sanctions

Knowingly breaching this policy is a serious matter. Users who do so will be subject to disciplinary action, up to and including termination of their role.

Employees, committee members, volunteers and other users may also be held personally liable for violating this policy.

Where appropriate, the Association will involve the police or other law enforcement agencies in relation to breaches of this policy.

Appendix 1

Revision History

Revision History Revision date	Summary of Changes	Other Comments
v1 1 st June 2022	Reviewed by CTO	Approved Next review due June 2024.
v2 10 th May 2024	Update to Section 3: Office 365 accounts must be actively and routinely used. Accounts not used within a 30-day period will be deactivated. If no action is taken by the account holder within a further 60-day period, the account will be deleted.	Approved. Next review due May 2026
v2.1 17 th June 2026	Update to Section 3 - Forwarding of emails and mailbox access	Approved

Appendix 2

Prescribed Email Signature

Kind regards,
[Full Name]
[Area, Position]

(M) +44(0)7xxx xxx xxx | (E) [email.address][@oshwal.org](mailto:[email.address]@oshwal.org) | (W) www.oshwal.org.uk

Oshwal Association of the UK | Oshwal Centre, Coopers Lane Road, Northaw, Hertfordshire, EN6 4DG, U.K. | Tel: +44 (0)1707 643 838
 | Charity Reg. No. 267037.

This email and any transmitted files are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the named addressee you should not disseminate, distribute or copy this email. Please notify the sender immediately by email if you have received this email by mistake and delete this email from your system.

Formatting:

Kind regards,	Calibri, Size 12, Black
[Full Name] [Area, Position]	Calibri, Bold, Size 12, Black
	Size 8 gap
(M) +44(0)7xxx xxx xxx (E) [email.address] @oshwal.org (W) www.oshwal.org.uk	Calibri, Size 10, Black
	Size 8 gap
Oshwal Association of the UK Oshwal Centre, Coopers Lane Road, Northaw, Hertfordshire, EN6 4DG, U.K. Tel: +44 (0)1707 643 838 Charity Reg. No. 267037.	Calibri, Bold, Size 8, Black
	Size 8 gap
This email and any transmitted files are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the named addressee you should not disseminate, distribute or copy this email. Please notify the sender immediately by email if you have received this email by mistake and delete this email from your system.	Calibri, Size 8, Black