



## EFC Email Addresses Policy

N	Author	Date	Changes from previous version	Version number	Status
1	Jacek Slupski	2025.07.02 Changes approved by the Executive Committee	New version of the Rules	1.0	In force

## **1. Purpose**

This policy defines the standards and procedures for the creation, use and management of email addresses within the European Fencing Confederation (EFC). It is intended to ensure security, consistency and professionalism in all electronic communications.

## **2. Scope**

This policy applies to all employees, contractors, consultants, interns and any other personnel who are assigned an EFC email address.

## **3. EFC email addresses format**

Official EFC email addresses must follow a consistent format:

[first letter of name][last name]@fencing-efc.eu

*Example: [islupski@fencing-efc.eu](mailto:islupski@fencing-efc.eu)*

For functions email addresses reflecting the function can be used as well.

*Example: [president@fencing-efc.eu](mailto:president@fencing-efc.eu)*

For people in assisting functions emails containing only the first name are acceptable as well.

## **4. Users**

Users authorized to use EFC email addresses:

- Executive Committee Members
- Commission members
- Council members
- Members of working groups
- Contractors/Employees
- Other persons approved by the EFC Executive Committee

## **5. Assignment and Use**

- Email addresses are assigned and deleted by Bureau members upon onboarding and termination.
- Email accounts will be disabled immediately upon termination of employment/contract or any role/co-operation with the EFC.
- EFC email addresses are to be used for EFC communications only. Personal use of EFC email is not permitted.

- All EFC email users are expected to set up an appropriate out-of-office message in advance of any significant absence.
- All EFC emails must comply with the Acceptable Use Policy.
- Data sent to or from EFC-mail or received via EFC-channels (teams, data-sticks) must not leave the EFC framework to be GDPR compliant.

## **6. Security and Privacy**

- Users must not share their email account credentials.
- Emails may be monitored in compliance with applicable laws and internal policies.

## **7. Validity of emails from EFC member federations**

- Only emails received from an EFC member federation via the official email address will be considered.
- Therefore, clubs and individual persons should send all EFC communications through the own federation and not directly to the EFC.
- If an email is received by the EFC from a club or individual it will be forwarded to the appropriate federation for their attention.
- An exception to the above is made for organisers of official EFC-events who can directly communicate with the EFC

## **8. Prohibited Use**

EFC email users must not use the EFC email account:

- for personal communications;
- to send offensive, discriminatory or harassing content;
- to subscribe to non-fencing-related mailing lists or services.

## **9. Policy Violations**

Violations of this policy may result in disciplinary actions.

## **10. Policy Review**

This policy will be reviewed annually and updated as needed to reflect changes in technology or organizational needs.