

Work E-mail Online Service Sign up Use Policy - Sample

Policy Brief and Purpose

In order to reduce risk to [Organization] it is important to limit when and where corporate e-mail addresses are used to sign up for online services.

Scope

For this document, the phrase “online service” may refer to any third-party website or service such as social media, online shopping, media websites or any other web-based system that requires registration with an e-mail address.

This policy applies to all [Organization] supplied e-mail addresses.

Risks

Online services and websites are regularly attacked and can suffer massive breaches of information including usernames, passwords and e-mail addresses. Cyber criminals can use this information to attempt to log into any and all services using this information. Users who frequently re-use passwords or have easily guessable password schemes are particularly susceptible.

The main risks of using your [Organization] e-mail are:

- The [Organization] may receive a larger number of e-mail-based attacks as cyber criminals use massive lists from breached databases to send out massive waves of malicious messages.
- Attackers can build profiles of users including frequently used passwords, making it easier for them to break into [Organization]’s own information systems.
- Signing up for certain online services may cause reputational damage to [Organization].

Policy Elements

- Do not sign up for non-work related online services or websites using your work e-mail address.
- Always adhere to [Organization]’s password policy.