

UUFBR Accounts and Password Policy

UUFBR creates email addresses and accounts for the purposes of conducting UUFBR's business and fulfilling UUFBR's mission. Email addresses, accounts, and forwarding services provided by UUFBR are for the purposes of fulfilling UUFBR's mission:

- To serve the social and spiritual needs of its members,
- To provide a forum for the exploration of religious ideas and ethical values,
- To offer a program of religious education for children and adults,
- To speak out and act on social and moral issues, and
- To further the cause of liberal religion, particularly in Boca Raton and neighboring communities.

Except for in the case of the minister, UUFBR email accounts serve a function rather than a person. This means that these accounts are expected to be passed onto another person at a later date. For example, the Secretary's email account may go to Jill at this time, but later may go to Jacob.

With this in mind, UUFBR email accounts should not be used for personal correspondence. UUFBR email accounts and forwarding should only be used for official UUFBR business.

In addition, except for the minister and other ministerial staff, email correspondence should not be considered confidential. Although we do not monitor email as a matter of course, any email sent from a UUFBR account could become public, and so all correspondence conducted with UUFBR email accounts should be conducted with discretion.

To summarize:

- Do not use a UUFBR email address for personal correspondence
- Do not use a UUFBR email address for any private business purpose
- Consider that any correspondence from or to any UUFBR email address may become disclosed to a broader audience

Password Policy

We recommend the use of strong and unique passwords for your UUFBR accounts. That is, the password should not be the same as your password for any other account, and it should not be easy to guess.

Strong passwords usually contain a mix of lower case letters, upper case letters, numbers, and symbols and are at least 8 characters long. See [Google](#) for further information on creating strong passwords.

We also recommend the use of a **password manager** so that you do not have to memorize your password. It can be stored in a secure location for you. The IT Team (itteam@uufbr.org) can assist any UUFBR staff member or volunteer with setting up a password manager service.

Email Security

In general, password sharing is a hazardous practice. Therefore, the number of people who login to any given email account should be kept to a minimum - ideally one or two at most.

- If you suspect your password may be compromised, inform the itteam at itteam@uufbr.org so we can reset your password
- Double-check unexpected emails to ensure they do not come from a suspicious address
- Do not open emails that come from someone pretending to be someone else (Spoofing)
- Do not click on links from untrusted sources
- Do not download files from untrusted sources

Email Etiquette

When using UUFBR accounts, do not send emails with any content likely to be offensive to most UUFBR members and friends. This includes content that discriminates or ridicules anyone in any manner, including using language or other content that disparages groups based on age, race, color, religion, gender, sexual orientation, national origin, disability, weight, or physical appearance.