

## Email or Text Messages

All employees are expected to demonstrate proper care when using NASS or NASDA's property and equipment. The NASDA email system is considered property of NASDA, and as such, we shall utilize it with extreme caution due to the nature of our work and the existing partnership with NASS.

The official NASDA email and equipment shall be utilized for official NASDA business only.

All official communications between NASDA employees shall be originated and received via the official NASDA email.

Employees can initially contact respondents utilizing their respective official NASDA email or via a text message.

When contacting respondents via the official NASDA email or via a text message, you should utilize a generic message, see example below:

*Greetings,*

*My name is [your name]; I'm an Enumerator collecting data on behalf of USDA. I would like to speak with you when you have a chance; my phone number is [your phone number].*

*Thank you for your time.*

*[Your Name]*

*[your email]@nasda.org*

*[Your Phone Number]*

Note that the email message above does not identify any names and does not identify if the person has been selected for a USDA survey program. This will not constitute a violation of confidentiality rules. It is a generic message.

NASDA employees shall not request or receive respondents' data via email.

Respondents' data shall not be transferred (send/receive) via email, if the content of the email connects the data with respondents' identity. Data transferring in connection with respondents' identity via email will expose respondents' identity and this may constitute a violation of confidentiality rules.