

Secure Communications Guidelines

General Guidelines:

- ALWAYS ERR ON THE SIDE OF CAUTION when corresponding with missionaries.
 - We must use caution in communication to make sure we are not compromising their ministry or national believers.
 - When sending a bulk email, NEVER allow email addresses to be visible - ALWAYS use BCC option.
 - Never criticize other faiths in any correspondence.
- Email correspondence to a missionary should be done through their agency assigned email address.
 - They are stored on a server in the U.S. which means it is more secure when you are out of country.
 - Other emails (such as gmail.com) are stored in the closest server making them more vulnerable to monitoring.
 - ATTENTION: the caveat to the above – anytime an email is accessed on a mobile device (cellphone, iPad, android, etc.) you negate any security measures you may have in place.
- Use Communication Security Levels document as a reference to know what countries are considered sensitive.
 - Follow guidelines for communicating with missionaries in sensitive areas.
 - Take cues from missionaries by the way they are corresponding.
 - Check with the agency's Director of Global Security if you are unsure about the area's security level.
- It is recommended that missionaries in Level 2 and 3 use a VPN when sending email or communicating via internet.
- In level 2 or 3 country, do not download email to a program such as Outlook. It will store your email on your device rendering it visible to anyone with access to your device.

Communication Security Levels:

Level 1: Open Communication

- Presence of missionary and evangelism is openly known and practiced (religious visa).
- No restrictions on communication to/from the field.
- Full name, city, country and photo can be used for email correspondence, print and electronic publications.

Level 2: Cautious Communication

- Environment is tolerant but suspicious toward evangelism. Persecution is sparse but possible.
- ONLY first name and region name should be used in electronic correspondence & publications (ie. David Wilson in Kenya, should be changed to Dave in East Africa).
- Pseudonyms used for nationals in print and electronic publications.
- Photos of missionaries used in print publications ONLY.
- The following countries are examples of Level 2:
COLOMBIA
KENYA
EAST TIMOR
RUSSIA

Level 3: Restricted Communication

- Environment is intolerant and antagonistic toward evangelism. Persecution can be moderate to extreme.
- ONLY first name and region name are used in email correspondence and all publications.
- NO PHOTOS of missionaries or nationals should be used in electronic publications.
- Pseudonyms used for nationals in print and electronic publications.
- Correspondence with missionaries in restricted areas must adhere to the LEVEL 3 Communication Guidelines.
- The following countries are examples of Level 3 along with suggested region substitute:

| <u>Country Name</u> | <u>Region Name</u> |
|---------------------|--------------------|
| MOROCCO | (NORTH AFRICA) |
| INDIA | (SOUTH ASIA) |
| JORDAN | (MIDDLE EAST) |
| TURKEY | (WESTERN ASIA) |
| KAZAKSTAN | (CENTRAL ASIA) |
| NIGERIA | (WEST AFRICA) |
| UKRAINE | (EAST EUROPE) |
| VIETNAM | (EAST ASIA) |

Communication Guidelines specific to LEVEL 3

When corresponding with missionaries in Security Level 3 countries:

- Be aware that all forms of communication have potential to be monitored that includes mail, email, and video conference.
- Use pseudonyms when referring to nationals.
- Do not mention or reference Christian organizations by name.
- Do not give out or place the missionary's names, addresses or email anywhere without permission.
- Avoid sending bulk emails. Separate email lists will be created and used for Security Level 3.
- Replace potentially harmful "Christian" terms with the following:

| <u>Common words</u> | <u>Substitute words</u> |
|---------------------|---------------------------|
| God | father, he, him |
| Jesus | son, he, him |
| Holy Spirit | spirit, HS |
| Bible | word, book |
| Church | family or community |
| Missionaries | workers |
| Missions | activity, work, business |
| Evangelism | activity, work, business |
| Ministry | activity, work, business |
| Witnessing | sharing, talking |
| Christian | brother, sister, believer |
| Conversion | change of heart |
| Prayer | talking, thinking, asking |
| Pastor/Minister | community leader |
| Church Planting | CP |
| Teammates | colleagues, coworkers |
| Gospel | good news |