MedECC
Mediterranean Experts on Climate and environmental Change

Email verification procedure & data protection

Objective: reduce the risks of fraud, disinformation, and sensitive data leaks in our communications and use of digital tools.

1. Before replying to or forwarding an email

- Check the sender: Do this person and their organization exist?
- Check the sender's full email address (not just the display name) and compare it with a legitimate email previously received from that person.
- Be wary of any sense of urgency or requests for money, transfers, or changes to banking details; if in doubt, contact the person via another channel (phone, messaging application, or in person) before taking action.
- Check the content for consistency in terms of spelling, tone, and logic compared to usual communications.
- Never click on a suspicious link or open a suspicious attachment.
- Before sharing information with the entire network, verify the original source and, if possible, cross-check it with a second reliable source.
- If in doubt, do not reply or forward the message; instead, forward the email to the designated contact person (see Section 2) for verification.

2. In the event of an incident or doubt

- Do not reply, do not forward, and do not click.
- Immediately notify the MedECC secretariat: contact@medecc.org
- Keep the original email (do not delete it) for analysis.
- If the incident has already been shared with the network, promptly send a corrective message to that same network.

3. Use of artificial intelligence tools

- **Never import personal data** (names, contact details, HR data), **confidential information** (contracts, budgets, non-public internal information), or sensitive data concerning third parties into an AI tool (ChatGPT, Claude, etc.).
- Before using any document containing such information, anonymise or remove the sensitive data.
- If in doubt about what can or cannot be shared with an AI tool, consult the designated contact person before proceeding.

Golden rule:
when in doubt, always verify before acting
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better to lose a minute than to spread an error across the entire network.