

# Christian Congregation of Jehovah's Witnesses



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July 3, 2016

TO ALL BODIES OF ELDERS IN NIGERIA

Re: Serious Violation of jw.org Confidentiality

Dear Brothers:

At James 1:17, God's Word refers to Jehovah as the giver of every "good gift and every perfect present." One of the good gifts that Jehovah has given to us today is our jw.org Web site. This is a fine tool that keeps us in close contact with Jehovah's fast moving and ever progressive organization.—Ezekiel 1:15-21.

However, many congregations and elders in Nigeria are not following the procedures provided by the organization when it comes to the use of jw.org. This has resulted in serious violations of confidentiality on jw.org which could give enemies of the truth and apostates undue access to our Web site. To address this very important matter, please consider the following real situations that have been encountered:

- **SITUATION 1:** Some have assigned jw.org rights to someone who serves as an elder or a ministerial servant in another congregation because he is computer literate or has access to the Internet.
  - **PROCEDURE:** Do not assign jw.org rights to anyone who is not associating with your congregation. This is so even if the brother is your son, circuit overseer, jw.org trainer, or if he is computer or Internet literate.—See letter dated July 12, 2014, paragraph 3.
    - Ø **ACTION:** Remove all those who are not associating with your congregation from your congregation's jw.org domain. This should be done within the next one week after the receipt of this letter.
- **SITUATION 2:** Ministerial servants serving as jw.org domain administrators. Owing to this, some ministerial servants have gained access to all information including very sensitive material that should be available to only the elders.
  - **PROCEDURE:** Only appointed elders should serve as jw.org administrators. Under no circumstance should a ministerial servant serve as domain administrator.—See the *jw.org Roles* (S-135) and letter dated July 12, 2014, available in the *Forms* and *Letters* sections under the *Documents* tab for appropriate rights to be given to elders and ministerial servants.
    - Ø **ACTION:** On receipt of this letter, the body of elders should remove all ministerial servants serving as jw.org domain administrators from their congregation domain. They should also review the *jw.org Roles* (S-135) to be sure that appropriate rights have been given to elders and ministerial servants. This should be done within the next one week.
- **SITUATION 3:** Those disqualified for judicial and other reasons are not promptly removed from the congregation domain. In some cases, individuals handled judicially or disqualified for other reasons have been allowed continuous access to jw.org due to the negligence of the elders.
  - **PROCEDURE:** To keep the site secure, elders or ministerial servants who are deleted or who move to other congregations should be removed from your congregation's jw.org domain immediately. Please note that your local domain administrator not the branch office is responsible for removing such rights.—See letter dated July 12, 2014, paragraph 3.

- Ø **ACTION:** On receipt of this letter the local domain administrator should promptly remove all those who are not serving as appointed servants from your jw.org domain. This should be done within the next one week.

**SITUATION 4:** Many congregations are operating their jw.org account with only one domain administrator. Many times, when the administrator becomes disqualified, moves out of the congregation, or dies, it becomes impossible for the remaining elders to access the domain.

- **PROCEDURE:** There should be at least two domain administrators for each congregation. (See letter dated July 12, 2014, paragraph 2.) The only exceptions are congregations with only one elder. In that case, the lone elder can serve as the domain administrator until when a second elder becomes available.
  - Ø **ACTION:** Please appoint a second domain administrator to run your jw.org account. This should be done within the next one week after the receipt of this letter.

**SITUATION 5:** Passwords. Some users have given their password to family members, ministerial servants, and cybercafé attendants, to login for them. As a result, they have exposed their password to unauthorized persons.

- **PROCEDURE:** Do not give your password to anyone. Not even your circuit overseer, jw.org trainer, or branch representative. All passwords should be kept confidential. Please do not post or write down a password anywhere that would be visible to others. When your password is exposed to someone else, the person can access jw.org without your permission.—See letter dated July 12, 2014, paragraph 3.
  - Ø **ACTION:** If you have exposed your password to anyone else, please change the password immediately and keep your new password confidential. This should be done within the next one week.

**SITUATION 6:** In some cases, judicial, legal, and other sensitive matters have been sent to the inboxes of all Bethel departments, thereby exposing the confidential matters of our brothers to those at Bethel (including sisters) who should not have access to it.

- **PROCEDURE:** Select the correct Branch Inbox (*Recipient*) when corresponding through jw.org. The content of your mail will determine the Branch Inbox that you will choose as recipient. **Do not select all inboxes.**
  - Ø **ACTION:** The next time you log on to jw.org take a few minutes to review all the available Branch Office Inboxes. Also review our letter dated November 29, 2014, to all bodies of elders in Nigeria.

Please note that the situations above are serious and could expose the organization to enemies of the truth. Proverbs 11:13b states that “the trustworthy person keeps a confidence.” Clearly, revealing confidential matters (via jw.org or through other means) is a serious violation of Bible principles and will certainly raise serious questions as to the qualifications of an appointed servant. Therefore, we trust that you will take this matter seriously.

Please accept an expression of our warm Christian love.

Your brothers,  
*Christian Congregation  
of Jehovah's Witnesses*

c: Circuit overseers

PS to circuit overseers:

Please review this letter with all bodies of elders in your circuit during your next round of visit with each congregation. Be sure that each body of elders complies with the directive above.