**Email Policy**

1. **Overview**

Electronic email is pervasively used in almost all industry verticals and is often the primary communication and awareness method within an organization. At the same time, misuse of email can post many legal, privacy and security risks, thus it’s important for users to understand the appropriate use of electronic communications.

1. **Purpose**

The purpose of this email policy is to ensure the proper use of Rocky Mountain College’s email system and make users aware of what Rocky Mountain College deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within the College’s Network.

1. **Scope**

This policy covers appropriate use of any email sent from a Rocky Mountain College’s email address and applies to all employees, vendors, and agents operating on behalf of Rocky Mountain College.

1. **Policy**
   1. All use of email must be consistent with Rocky Mountain College’s policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
   2. Rocky Mountain College’s email account should be used primarily for business-related purposes; personal communication is permitted on a limited basis, but non-Rocky Mountain College related commercial uses are prohibited.
   3. All College data contained within an email message or an attachment must be secured.
   4. Email should be retained only if it qualifies as a College business record. Email is a College business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email.
   5. Email that is identified as a College business record shall be retained according to Rocky Mountain College’s Record Retention Schedule. The College’s email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any College employee should report the matter to their supervisor immediately.
   6. Users are prohibited from automatically forwarding Rocky Mountain College’s email to a third party email system (noted in 4.8 below). Individual messages which are forwarded by the user must not contain confidential or above information. Users are prohibited from using third-party email systems and storage servers such as Yahoo, and MSN Hotmail etc. to conduct College business, to create or memorialize any binding transactions, or to store or retain email on behalf of Rocky Mountain College. Such communications and transactions should be conducted through proper channels using approved documentation.
   7. Using a reasonable amount of College resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke emails from a College email account is prohibited.
   8. Rocky Mountain College employees shall have no expectation of privacy in anything they store, send or receive on the company’s email system.
   9. Rocky Mountain College may monitor e-mail messages in accordance with the Computer use Policy without prior notice.
2. **Policy Compliance**
   1. Compliance Measurement

The Infosec team will verify compliance to this policy through various methods, including but not limited to, periodic walk-thru, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

* 1. Exceptions

Any exception to the policy must be approved by the Infosec team in advance.

* 1. Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

1. **Related Standards, Policies and Processes**
   1. Computer use Policy