



Series: 1100 Information Technology

Policy Name: E-Mail Procedures

Policy Number: 1107

Origination Date: 6/22/2015

Revision Date:

Security

Employees and authorized users are responsible to maintain the security of their account and their password. Staff should take precautions to prevent unauthorized access to their mailbox by logging off when possible if their terminal is unattended. (Unauthorized entry to an individual's account or mailbox poses system security issues for other users.)

Additions, changes or deletions of e-mail accounts must be preceded by a properly approved e-SAR. All e-mails with attachments are scanned by virus protection software. Violations of the E-mail policy, or abuses of the e-mail system, must be reported to the Center Security Officer. The Center Security Officer will add the violations to the Center Incident Log.

Use of Disclaimers in E-mail

The following will automatically be included at the end of the signature block of e-mail messages sent to external sources and may not be modified:

Please consider the environment before printing this e-mail.

This e-mail (including any attached files) is intended only for the addressee and may contain confidential information. If you are not the addressee, you are notified that any transmission, distribution, printing or photocopying of this e-mail is strictly prohibited. If you have received this e-mail in error, please immediately notify me. Unless specifically attributed, the opinions expressed do not necessarily represent the official position of the Communities Connected for Kids.

Use of personal quotes, opinions, solicitations, etc. is prohibited. The signature block may only contain the following personal information:

Name, Title, Address, Phone number, Fax number, Cellular number, Series: 1100 Information Technology

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Archiving

E-mail messages can be deleted:

if considered to be transitory messages of minor importance, once their administrative value ceases;

if considered to be of continuing value, once a copy has been captured in the relevant official record-keeping system.

Any e-mail message which is deemed to be a public record and which also has continuing value at the discretion of the Department Head should be printed to hard copy and filed using the appropriate record-keeping system.

Messages of continuing value are those records that need to be kept for any length of time, varying from a few months to many years; and those which are required for use by others, affect the work of others or are required to be held for evidential, accountability or legal reasons.

E-mail that is deemed necessary to be kept for long periods of time should be archived according to standard e-mail procedures.

Encryption Procedure

All e-mail sent to external sources by Communities Connected for Kids employees is sent through a third-party encryption program. (see policy 721)

Policies are configured within the software to review the data in the e-mail and/or attachment.

If the data fits one of the policies, it is automatically encrypted via the software program and the receiver is



notified.

If the data does not fit the policies, then the e-mail is sent normally.

Encrypted e-mail must be accessed by the receiver through a secure Web site.

Approved: Carol DeLoach

Carol DeLoach, CEO

June 29, 2015