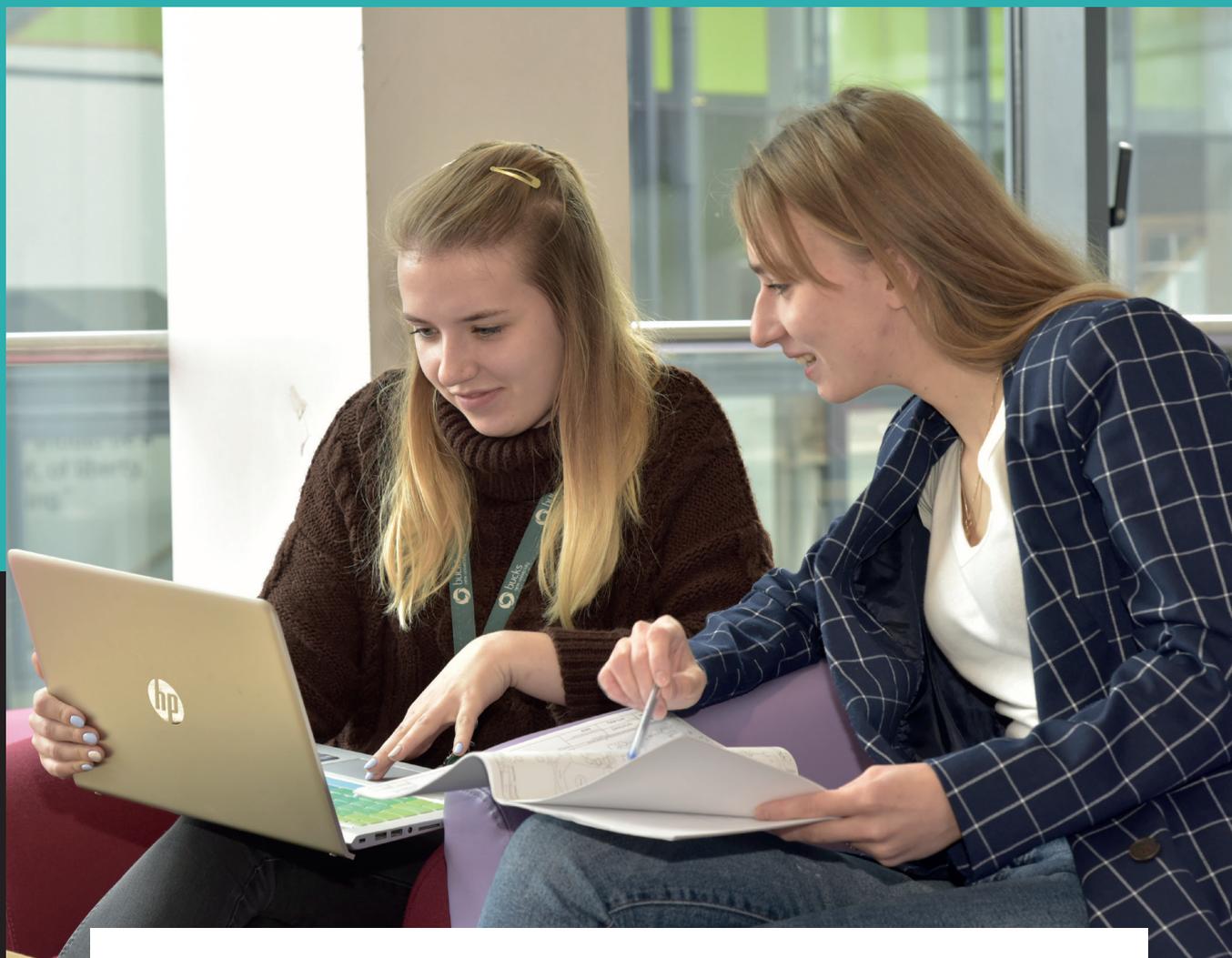




BUCKINGHAMSHIRE  
NEW UNIVERSITY

EST. 1891



# EMAIL POLICY

<b>Contents</b>	<b>2</b>
<b>Overview</b>	<b>2</b>
<b>Purpose</b>	<b>2</b>
<b>Scope</b>	<b>2</b>
<b>Use of email</b>	<b>3</b>
<b>Security and Privacy Email</b>	<b>3</b>
<b>Retention Enforcement</b>	<b>3</b>
<b>Distribution</b>	<b>4</b>

Approved by: **University Operations Board**  
Version No. **1.1**  
Owner: **Information Systems Technology**

Date first published: **Jun-2015**  
Date updated: **Oct-2015**  
Review Date: **Jun-2016**

This document has been designed to be accessible for readers. However, should you require the document in an alternative format please contact the Academic Quality Directorate.

## Overview

- 1 Electronic mail (Email) is used as a means of communicating official company information to Staff, is convenient, rapid, environmentally aware, and cost effective. Bucks New University issues an email address and disk space (for email storage) to all Staff. Bucks New University also distributes email software on computer systems. This practice ensures that all Staff have email communication readily available to them. The purpose of this policy is to set forth the rights and responsibilities of both users and providers of electronic mail for Staff. Email facilities are provided primarily to improve communications among staff and students for matters relating to their roles within Bucks New University. Limited use for personal and social purposes is tolerated, but such use should not become excessive.

## Purpose

- 2 This policy protects Bucks New University's assets and helps ensure our ability to continue business operations.

## Scope

- 3 This policy applies to all Staff that have access to Bucks New University email.

## Use of email

- 4 Bucks New University uses electronic mail to communicate official Bucks New University information of many kinds to Staff, Students and others. Staff are responsible for reading and responding to their e mail on a frequent and regular basis, since some official communications may be time sensitive. Bucks New University suggests that Staff access their email account on a daily basis.
- 5 Staff are responsible for setting up an automatic out of office reply through Outlook when they are away from the University. This should include alternative contact details for urgent enquiries and also this wording: "If your message is a freedom of information request, please email it to [FOIOfficer@bucks.ac.uk](mailto:FOIOfficer@bucks.ac.uk)."
- 6 The sending of insulting, abusive or otherwise offensive messages or material is not permitted. Similarly, no information should be transmitted internally or externally which is defamatory, which brings Bucks New University into disrepute, or which contravenes laws, University policy and conventions on equal opportunities.
- 7 'Information' is understood to include text, images and sound; 'transmission' is understood to include printing information, posting information via electronic mail and bulletin boards such as Usenet News, and providing information on distributed information systems such as World Wide Web.
- 8 Bucks New University is bound in its use of email and the Internet by the Janet Acceptable Use Policy. The service could be withdrawn from us if we breach this policy.

- 9 In particular, we may not create or transmit any material which is likely to cause annoyance, inconvenience or needless anxiety defamatory material, unsolicited commercial or advertising material (further information can be accessed at: [Janet Policy](#)).
- 10 This should be borne in mind when using email, especially email lists, and the Internet.

## Security and Privacy

- 11 Bucks New University makes every effort to secure its computer systems, networked resources, and email accounts, but cannot guarantee the infallibility of these systems to unauthorized intrusion, nor the authenticity of the sender of an electronic communication. For this reason email is not appropriate for transmitting confidential or sensitive information of any kind.
- 12 Staff are responsible for keeping their email passwords confidential, and should never share this information with others, including friends and family members.
- 13 Without prior notice, Bucks New University reserves the right, but not the obligation, to routinely monitor and inspect individual accounts, files, and communications. Staff shall have no expectation of privacy in anything they store, send or receive on Bucks New University's email system. Bucks New University may monitor messages without prior notice and is not obliged to monitor email messages.
- 14 If an employee is absent Bucks New University reserve the right to access accounts in order to access emails and files to ensure business continuity.

## Email Retention

- 15 This policy is intended to help Staff determine what information sent or received by email should be retained and the appropriate retention period. The information covered in these guidelines includes, but is not limited to, information that is either stored or shared via electronic mail or instant messaging technologies.
- 16 Under the Data Protection Act, personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. To prevent unauthorised or accidental disclosure of the information, it is essential to exercise care in its disposal, including protecting its security and confidentiality during storage, transportation, handling and destruction.

## Enforcement

- 17 Any Staff member found to be in breach of this policy may be subject to disciplinary action

## Distribution

- 18 This policy is available to all Bucks New University Staff within the formal documents that can be found at [www.bucks.ac.uk/formal](http://www.bucks.ac.uk/formal).