

Email Policy Example

PURPOSE

The purpose of this policy is to ensure proper use of Company Email Resources and make users aware of acceptable and unacceptable use of its Email Resources in accordance with the Corporate Policy Retention Period for E-mails and Files

SCOPE OF POLICY

This policy covers all email systems owned, managed, or used by Company, including each email communication, contents and attachments of email, and all other data or information associated with email ("Email Resources"). It applies to all employees, non-employees, and users of Company Email Resources ("Authorized Users").

OWNERSHIP AND USE

- No Authorized User has any property interest or expectation of privacy in Email Resources.
- Authorized Users must use Email Resources in a responsible, lawful manner and in compliance with all applicable policies and codes of conduct of Company
- Email Resources are a Company asset and must be primarily used for legitimate business purposes. Personal use is not forbidden, but such use must:
 - Be limited and not affect work performance and normal business activities;
 - Not compromise Company's security or reputation;
 - Be in compliance with Company policies, including policies covering employee work rules, time commitments and use of company assets;
- Personal email should not be retained in Company email archive system.

RETENTION REQUIREMENTS

If emails need to be retained for longer than 120 days it must be moved to the five-year retention folder. All email messages that are not placed in the five-year folder will be automatically deleted after 120 days. Storing company email in any other manner or location, (e.g., CD, flash drive, personal email account etc.) is prohibited. Nothing in this policy is intended to override or supersede other Company policies relating to the use and storage of documents or customer communications. Email meeting the definition of a Business Record should be stored and retained according to policy. (See Records Management Policy for the definition of Business Record.) For example, an email from a customer received may need to be imaged to the customer account under the Company's customer service or collections policies; if so, the applicable collections or customer service policy must be followed in addition to this policy.

ENFORCEMENT

Email content may be monitored by Company without prior notification. Authorized Users that violate this policy are subject to disciplinary action, up to and including termination and/or legal action.